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ABSTRACT

This annotated bibliography contains sections divided according to area of study, and within each category materials are listed alphabetically by publisher. Publishers and mailing addresses are listed at the end of the bibliography. Throughout the annotations, whenever specific grade level divisions are not named, the regular Adult Basic Education grade level divisions are adhered to: Level I--grades 1-3; Level II--grades 4-6; Level III-grades 7 to 8. Areas covered are: reading, English, grammar, handwriting, combination materials, mathematics, social studies, science, job orientation materials, family life and daily living, and adult basic education tests. (author/nl)

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# *Adult Basic Education*

## ANNOTATED BIBLIOGRAPHY

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**Consultant**
St. Louis Public Library
Spring, 1969

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The establishment of the Adult Basic Education Curriculum Laboratory in St. Louis has been made possible through a grant from the Arts and Education Council. The agencies participating in this joint project had long felt the need of providing a central source of selected and evaluated materials, particularly for use in inner-city programs; of relieving administrators and teachers of the often difficult task of finding appropriate materials; and of eliminating duplication of effort by the various agencies concerned with adult basic education. The laboratory is now available to meet these needs.

The attached bibliography is a direct result of the establishment of the laboratory and reflects its contents and organization. Annotations of the some 850 pieces of material should prove beneficial to directors and teachers in the selection and the use of materials in their programs.

Agencies participating in this joint project are: the Adult Education Council; the Voluntary Improvement Program of the Human Development Corporation; the Adult Basic Education Program of the University of Missouri's Extension Center; and the St. Louis Public Library. The laboratory is permanently housed at the Main branch of the St. Louis Public Library, 1301 Olive Street, and is under the direction of Miss Eileen Franke, Director of the Department of Education.

In addition to the Arts and Education Council for having made the laboratory possible, special appreciation is expressed to Mrs. Nancy B. Carter, Consultant to the project and developer of the laboratory and bibliography, and to her assistant, Miss Jane F. Flaherty.

Sincerely yours,

Patricia L. Bohn
(Mrs.) Patricia L. Bohn
Executive Director

PLB/lot/ep

AN ARTS AND EDUCATION FUND AGENCY

# INTRODUCTION

This bibliography is arranged in such a way that, when placed in a loose-leaf binder, each of the twelve categories can easily be added to.

The sections are divided according to area of study, and within each category materials are listed alphabetically by publisher. Mailing addresses and publishers are listed at the end of the bibliography.

Throughout the annotations, whenever specific grade levels have not been named, the regular Adult Basic Education grade level divisions have been adhered to: Level I--grade 1-3; Level II--grades 4-6; Level III--grades 7-8.

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# I. READING

The reading section of this bibliography contains basic reading and reading-language materials, plus spelling, reference, and vocabulary materials.

## I. Reading

### Allied Education Council

MOTT BASIC LANGUAGE SKILLS PROGRAM -- Teacher's manuals and placement guide available for each series. Designed for adults and remedial programs.

ORIGINAL SERIES (1966-1967)

Series 300A--Grade level 1 - 3. Includes exercises on cursive writing, consonant and short vowel sounds, word endings, and blends, with some application forms and check blanks to fill in. Uses photo associations. 107 pages.

Series 300B--Grade level 1 - 3. Includes long vowel sounds, more consonant sounds and blends, more word endings, longer reading selections with some comprehension questions. 167 pages.

Word Bank--Grade level 1 - 3. 300 photos are seen three times by the student in an effort to build a basic vocabulary. First, name of object in photo appears next to photo for association of photo and word. Then photo appears with three captions from which student must choose correct one. Then photo appears with blanks so student can label the photo. Other blanks for writing exercises are provided, as well as short stories using vocabulary in each 25 word segment. 163 pages.

Series 600A--Grade level 4 - 6. Includes reading and comprehension exercises, word studies, exercises on synonyms, antonyms, homonyms, syllabication, prefixes, suffixes, and dictionary skills. Most practical material is found in the "American Scene" sections. 180 pages.

Series 600B--Grade level 4 - 6. Includes reading and comprehension exercises, some work in grammar, word studies, filling out forms, graph and map reading, library skills, and more practical material in "American Scene" sections. 182 pages.

Series 900A--Grade level 7 - 9. Includes reading comprehension exercises, word studies, some spelling, penmanship, and language skills, with more practical material in "American Scene" sections. 168 pages.

Series 900B--Grade level 7 - 9. Includes exercises in reading comprehension, word studies, language skills, spelling, and more practical material in "American Scene" sections. 168 pages.

SEMI-PROGRAMED SERIES (1967-1968)

Series Red--Grade level 1 - 3

Book 1--Includes exercises in left to right eye movement, manuscript and cursive writing, letter discrimination, and consonant sounds. Uses photo associations. 96 pages.

Book 2--This book covers short vowel sounds, and uses photo associations. 148 pages.

Book 3--Work in this book covers final consonants and beginning blends. Some photo associations are used. 162 pages.

Book 4--Exercises include work on long vowel sounds, word endings, letter substitutions, some contractions, combination sounds, and reading comprehension. Some photo associations used. 184 pages.

Book 5--Includes exercises in letter substitution, long vowel sounds, reading comprehension, word endings, comparatives, some contractions. Some photo associations used. 187 pages.

Book 6--Includes work on different sounds of the same letter, silent letters, word endings, letter substitution, vocabulary, and reading comprehension. Some photo associations used. 184 pages.

Series Yellow -- Grade level 4 - 6

Book 7--Includes exercises in reading comprehension, word studies, dictionary skills, syllabication, prefixes, suffixes, and compound words, with most practical material in "American Scene" sections. 127 pages.

Book 8--Emphasizes reading comprehension, word studies, synonyms, antonyms, homonyms, and beginning language skills, with more practical material in "American Scene" sections. 140 pages.

Book 9--Exercises include work in reading comprehension, word studies, word usage and other language skills, with more practical material in "American Scene" sections. 131 pages.

Book 10--Work in this book covers reading comprehension, word studies, language skills, filling out forms, reading graphs and maps, writing letters, with more practical material in "American Scene" sections. 148 pages.

COMPREHENSION SERIES (1968)

Book 160--Sound and Structure (Appears to be the same as MOTT READING SKILLS PROGRAM --Sound and Structure, 1966, with new title and cover) A condensation of grades 1-6 meant to be used as review or for placement in the SEMI-PROGRAMED SERIES. 159 pages.

SERIES 1500 (1965)

Placement Guide--An informal instrument designed to be used with both ORIGINAL and SEMI-PROGRAMED SERIES.

American Education Publications, Inc.

DIAGNOSE AND IMPROVE YOUR ENGLISH SKILLS (1965) Grade level 6-9 Designed for children, but usable with adults. A newsprint edition devoted mainly to reading comprehension with exercises in vocabulary and handwriting. 31 pages.

Ann Arbor Publishers

MICHIGAN LANGUAGE PROGRAM--Designed for use with children and adults beginning on Level I. Tapes, teacher's scripts, and teacher's manual available. (continued)

Reading Books 1 through 5
Word Attack
Writing Books A and B
Spelling Books C and D
Listening Books I and II

This thorough program in beginning reading, writing, spelling and listening may be accompanied by the MICHIGAN TRACKING PROGRAM, which consists of three books: symbol, visual, and word tracking.

Barnell Loft, Ltd.

SPECIFIC SKILL SERIES (1963-1967) Richard A. Boning
Answer keys available for all books. Student work sheets available for books C-F. Designed for children but usable with adults. Approximately 50 pages each.

Following Directions--Books A through F (Grade level 1-6) A series of exercises designed to help develop the skill of following directions, specifically in the areas of testing or drilling, experimenting, assembling, and performing.

Drawing Conclusions--Book A (Books B-F schedules for late in 1969) Students draw conclusions about a short reading passage by selecting one of three inferences listed after the reading.

Getting the Main Idea--Book A (Books B-F scheduled for late in 1969) Short reading selections are given and students are to choose the main idea of each from a choice of three statements listed after the reading.

Locating the Answer--Books A through F (Grade level 1-6) A series of exercises designed to develop skill in finding answers to questions asked about specific reading materials. Students find the answer in the paragraph (Book A) or identify the sentence containing the answer. (Books B-F)

Working with Sounds--Books A through D (Grade level 1-4) A series of exercises involving phonic and structural analysis approach to word identification skills.

Getting the Facts--Books A through F (Grade level 1-6) A series of exercises in which a student makes multiple choice answers to questions covering material read on a previous page. Designed to develop skill in recall of factual information from a single reading.

Using the Context--Books A through F (Grade level 1-6) Series of exercises in context designed mainly to improve reading comprehension, though work also involves language patterns, word form, and grammatical correctness. Students choose the word which best fits into the context.

## Baylor University Press

READING THE EASY TV-WAY--Beginning Level. Teacher's Manual available. Not suitable for independent study.

Reading (1967)--The first five Laubach charts and stories. 10 pages.

Writing (1965)--Manuscript writing lessons to accompany the charts and stories in READING THE EASY TV-WAY. 13 pages.

## Behavorial Research Laboratories

SPELLING (1967) Cynthia Dee Buchanan--Designed for children but usable with adults. Teacher's manual and test booklet available for each grade level.

Books 1 and 2 --grade level 1
Books 3 and 4 --grade level 2
Books 5 and 6 --grade level 3
Books 7 and 8 --grade level 4 (continued)

A programmed approach to teaching spelling which introduces only regular spelling patterns until they are mastered, and then brings in irregularly spelled words. Relationship between letters and sounds is emphasized. 65 pages each.

SULLIVAN READING PROGRAM (1966-1967) M. W. Sullivan--Designed for remedial reading. Teacher's manual and test booklet available for each series. Placement test available.

Series I -- Textbooks 1, 2, 3, 4 plus 12 readers.
Series II -- Textbooks 5, 6, 7, 8 plus 12 readers.
Series III -- Textbooks 9, 10, 11, 12 plus 4 readers.
Series IV -- Textbooks 13, 14, 15, 16
Series V -- Textbooks 17, 18, 19, 20

A programmed series in reading sequentially arranged. Four Reading Readiness books (A, B, C, D) prepare the student for the regular program. Four textbooks, using picture clues and emphasizing sound-letter relationships, are designed for each of five series. Interesting readers in either hard or soft covers make use of the words learned at each of the beginning levels.

California Test Bureau, A Division of McGraw-Hill Book Company

LESSONS FOR SELF-INSTRUCTION IN BASIC SKILLS--A series of programmed material using a branching format, wherein the student is given multiple choice questions. If he chooses the wrong answer he must read reinforcing frames which he does not read if he chooses the correct answer. Designed for anyone needing review in the specific areas covered. Teacher's manual is available. Students use Student Record Sheets. Booklets are available separately or boxed as a kit. Series A-B (1965) is for grade levels 3-4; C-D (1965) for grade levels 5-6; E-F (1963) for grade levels 7-8. Approximately 90 pages each.

Following Directions--Series A-B, C-D, and E-F--Miles Midloch--Books consist of a series of exercises involving the skill of following directions. (continued)

Reference Skills
Series A-B--Miles Midloch--Material in this book covers basic reference skills.
Series C-D--Miles Midloch--This book is all about the library.
Series E-F--Gracecarol Bostwick and Miles Midloch--Dictionary exercises make up the contents of this book.

Reading InterpretationsI--Series A-B, C-D, E-F, Gracecarol Bostwick.
Reading Interpretations II--Series A-B, C-D, E-F, Gracecarol Bostwick. Exercises in these books involve understanding what is read through finding the clues in each reading, such as figures of speech, stated facts, inferences, main idea, cause and effect, chronological order, and others.

Cenco Educational Aids

YOU CAN READ BETTER: ADULT EDITION (1966) Domenick Caruso and Robert Krych--For grades 3 and 4. To be used with Reader Pacer device and 14 lesson rolls. Teacher's manual available. This is a vocabulary-oriented program which uses picture clues and phonics to improve reading. 258 pages.

Arthur C. Croft Publications, A Division of Vision Inc.

HOME AND FAMILY LIFE SERIES--Beginning level. Material of interest to adults. Teacher's manual, lesson plans, and placement test available.

Readers (1949) Emma L. Bright and Eva C. Mitchell

Reader 1--A Day with the Brown Family--34 pages.
Reader 2--Making a Good Living--28 pages.
Reader 3--The Browns at School--27 pages.
Reader 4--The Browns and Their Neighbors--14 pages.

Workbook in Learning to Read Better (1950) Eva C. Mitchell. A reading workbook to be used with Reader 1. 41 pages.
(continued)

Language Workbook (1950) Eva C. Mitchell. Exercises in manuscript and cursive writing; writing names, addresses, checks; understanding the calendar; use of the telephone and dictionary; abbreviations, capitalization, punctuation, letter writing and some grammar. 75 pages.

Educators Publishing Service, Inc.

PROGRAMMED PHONICS (1967) Lucy Carroll--Prerequisite test is included in teacher's manual. A tape of the entire program is available. Program was designed for remedial reading students in upper elementary grades, but is usable with adults.

Books 1 and 2--A structural analysis format is followed in presenting phonics. Key words are used. Student must possess some understanding of initial and final consonant sounds in order to use these books. Amusing cartoon illustrations should interest adults. 77 pages each.

Book 3 -- Not yet published.

Follett Publishing Company

COMMUNICATIONS--Josephine Bauer--A series of three books designed for adults on the first reading level. Instructions are given at the front of each book.

Getting Started (1966) Manuscript and cursive writing are introduced. Basic monosyllabic vocabulary of words with short vowel sounds is taught by picture association and letter substitution exercises. Also includes work on alphabetical order and some punctuation and capitalization. 105 pages.

On the Way (1965) Basic one syllable words having long vowel sounds and some silent letters are introduced through picture association and letter substitution exercises. Writing is also stressed. 107 pages.
(continued)

Full Speed Ahead (1966) Reading comprehension and vocabulary building are stressed in a variety of exercises. Much material is of a practical nature. 90 pages.

LERANING YOUR LANGUAGE/ONE (1964) Harold L. Herber. Grade levels 1 through 6. Designed for adults. Instructor's manual, unit tests, and answer keys available.

Book 1--Conflict and Courage 64 pages
Book 2--Escape to Danger 96 pages
Book 3--Folk Tales and Folk Songs 60 pages
Book 4- Victory and Defeat 75 pages
Book 5--On the Lighter Side 81 pages
Book 6--Family and Friends 76 pages

A series of sequentially developed readings and accompanying studies in vocabulary, comprehension, language, and composition.

LEARNING YOUR LANGUAGE/TWO (1966) Harold L. Herber and Florence Nolte. Grade levels six through eight. Designed for adults. Instructor's manual, unit tests and answer keys available.

Book 1--Tales of the Mysterious 80 pages
Book 2--They Changed their World 94 pages
Book 3--Fighting Frigate 114 pages
Book 4--Tall Tales of America 78 pages
Book 5--Tales of Ancient Greece 92 pages
Book 6-- They Brighten Our Lives 76 pages

A series of sequentially developed readings with accompanying studies in vocabulary, comprehension, language, and composition.

PLAY IT COOL IN ENGLISH (1967) Frank Riesman and John Dawkins--Upper level reading. Usable with young dropouts in Adult Basic Education.

A series of language exercises meant to bridge the gap between the hip and the square usage of our language. Catchy. Involves some composition, grammar, and vocabulary work. There may be some discussion regarding how truly hip a term can be that's been around long enough to be noted and published in 1967. That is, most of the material is probably hip only to squares. 79 pages.
(continued)

POINT OF VIEW (1968) Nancy Lighthall, editor--Designed for teenagers and young adults.

A series of three upper level readers containing, in all, fifteen famous short stories and readings from longer works, followed by discussion questions. 94 pages each.

SUCCESS IN LANGUAGE AND LITERATURE/A (1967) Ethel Tincher, Naomi L. Madgett and Henry B. Maloney--Grade levels 6 through 7. Designed for teenagers. Teacher's manual, answer key, and tests are available.

Book 1--Reflections
Book 2--Lend an Ear
Book 3--As a Matter of Fact
Book 4--The Sound Around Us
Book 5--Let's Talk it Over
Book 6--Say it on Paper
Book 7--What's Behind the Cover?
Book 8--The Job in Your Future

Discussion questions, reading comprehension, vocabulary studies, and brief writing exercises accompany a variety of sequentially developed reading selections. Some are quite practical. Approximately 50 pages each.

SUCCESS IN LITERATURE LANGUAGE AND LITERATURE/B AND LANGUAGE/B (1967) Ethel Tincher, Naomi L. Madgett and Henry B. Maloney--Grade levels 8 through 9. Designed for teenagers. Teacher's manual, key, and unit tests available.

Book 1--Mirror, Mirror on the Wall 80 pages
Book 2--Some of my Best Friends are People 80 pages
Book 3--What's That You Say? 86 pages
Book 4--The Message Makers 80 pages
Book 5--Say it in Writing 80 pages
Book 6--Read All About It 96 pages

A series of sequentially developed reading selections followed by exercises involving specific reading and language skills. Vocabulary studies precede each reading.

**THE TURNER-LIVINGSTON COMMUNICATION SERIES**--Richard H. Turner--Grade levels 6 through 7. Designed for teenagers and young adults. Teacher's manual available.

| | |
|---|---|
| Book 1--*The Television You Watch* | (1965) |
| Book 2--*The Language You Speak* | (1965) |
| Book 3--*The Newspapers You Read* | (1965) |
| Book 4--*The Letters You Write* | (1966) |
| Book 5--*The Movies You See* | (1966) |
| Book 6--*The Phone Calls You Make* | (1966) |

A series of short readings tied together by the same central characters and the theme of the title topic. A variety of exercises following each selection involves reading and language skills. 48 pages each.

## Ginn and Company, Educational Development Corporation

**HELP YOURSELF TO READ, WRITE, AND SPELL** (1965) W. G. Loesel--Designed for remedial use with the adult in mind. Teacher's manual available.

| | |
|---|---|
| Book 1--Grade level 3 through 6 | 156 pages |
| Book 2--Grade level above 6 | 156 pages |

A word-picture association approach to reading is predominate in this book.

## Harcourt, Brace & World, Inc.

**ENGLISH LESSONS FOR ADULTS** -- Jewel Varnado and Philip J. Gearing--Material of interest to adults. Exercises are of a practical nature. Teacher's manual and lesson plans available.

Book 1 (1966) Grade level 1-2--Whole word plus phonic and structural analysis approach to reading. 128 pages.

Book 2 (1966) Grade level 2-3--Whole word plus phonic and structural analysis approach to reading. 111 pages.
(continued)

Book 3 (1967) Grade Level 3-4--Quite a bit of language has been added in this third book of the series. It also includes reading and vocabulary lessons. 144 pages.

Holt, Rinehart and Winston

ELEMENTARY EDUCATION FOR ADULTS (1950) Albert A. Owens and William Sharlip--Designed for adults on Reading Level II.

Simple vocabulary exercises become more difficult as student advances through the book. Longer reading selections appear at the end of the book. Student also works on penmanship, letter writing, some phonics, language exercises, and spelling. Many drawings illustrate sentences. 126 pages.

LEARNING TO READ AND WRITE (1965) Ellen C. and Twila L. Henderson--Grade level 0-4. Designed for adults. Contains a teacher's manual after the text.

A self-contained book in reading which starts with the alphabet and eye movement, moves through consonant and vowel sounds, and into reading selections with accompanying word studies. Some writing practice is included. 148 pages.

LEARNING TO WRITE (1965) Ellen C. and Twila L. Henderson Provides practice in both manuscript and cursive writing. The cursive writing section corresponds to the writing exercises in LEARNING TO READ AND WRITE. 96 pages.

LIFE WITH THE LUCKETTS (1965) Phyllis D. Morris--Grade level 3-4. Designed for adults.

A series of stories involving the Luckett family and their daily living problems in the city, each followed by a short vocabulary study and one discussion question. Can be used as supplementary reading for LEARNING TO READ AND WRITE. 151 pages.

THE THOMASES LIVE HERE (1965) Jocelyn Goss--Grade level 3-4. Designed for adults.

This is a series of stories about the Thomas family and their lives in a rural area. Each story is followed by a short vocabulary study and one discussion question. Can be used as supplementary reading for LEARNING TO READ AND WRITE. 150 pages.

Jack Hood School Supplies Co., Ltd.

CHECK AND DOUBLE CHECK (1963) A series of workbooks in phonics designed for children but usable with adults. Teacher directions are included in the books.

Pupils' Workbook in Phonics--Grade 2--This book includes many exercises on consonant and vowel sounds, blends, digraphs, suffixes, contractions, and others. 96 pages.

Pupils' Workbook in Phonics--Grade 3--Many exercises are included involving consonant blends and digraphs, triple blends, vowel digraphs and other vowel sounds, suffixes, prefixes, root words, syllabication, diacritical markings, contractions, synonyms, antonyms, homonyms, and others. 94 pages.

Pupils' Workbook in Phonics--Grade 4--Numerous exercises involving vowels, syllables, prefixes, suffixes, plurals, synonyms, antonyms, homonyms, diacritical markings, variant sounds of different letters, dictionary usage, and other items are included in this workbook. 86 pages.

Initial Teaching Alphabet

BREAKTHROUGH--Rychard Fink and Rose Clavering--Grade level 0-4. Designed for adults. Teacher's manuals, ditto masters for work sheets, key-word picture cards, as well as readers available. Teachers should be prepared for teaching i/t/a. (continued)

BREAKTHROUGH (continued)

Phase I: Basic Skills (1967) Students learn to read and write by decoding and encoding the 44 phonemes of the i/t/a alphabet. Numerous exercises are included.

Phase II: Extending Basic Skills (1968) A Continuation of Phase I. It appears that the transition to traditional orthography is not included in these materials.

Laidlaw Brothers Publishers

STUDY EXERCISES FOR DEVELOPING READING SKILLS (1965) LeVon Poquet and Ines Foster--Designed for children but parts are usable with adults. Answer keys available.

Book A--Grade level 5-6
Book B--Grade level 6-7
Book C--Grade level 7-8
Book D--Grade level 8-9

This series is made up of sequentially arranged supplemental reading material involving reading comprehension, vocabulary, and dictionary usage skills in the areas of science, math, social studies, and health and safety. 65 pages each.

Massachusetts Council for Public Schools, Inc.

READ, WRITE AND SPELL (1964) Charles Drake, et al--Beginning level. Designed for adults. (Part of a series)

Cursive writing and basic vocabulary involving short vowel sounds are covered in this manual. 106 pages.

NEW PRACTICE READERS --Designed for children but usable with adults. Teacher's manual and answer keys available.

Book A--Grade Level 2--Stone and Burton (1960) 144 pages
Book B--Grade Level 3--Grover & Anderson (1960) 144 pages
Book C--Grade Level 4--Clarence R. Stone (1962) 188 pages
Book D--Grade Level 5--Stone & Grover (1962) 188 pages
Book E--Grade Level 6--Stone, Grover, Anderson (1962) 188 pages
Book F--Grade Level 7--Grover Kinkead, Anderson (1962) 188 pages
Book G--Grade Level 8--Grover and Anderson (1961) 188 pages

Contents of the books include short readings with accompanying comprehension questions and vocabulary studies.

PROGRAMMED READING FOR ADULTS--Cynthia Dee Buchanan--Teacher's guide and placement test available. Teacher's editions for Books 1 and 2.

| | | |
|---|---|---|
| Book 1 (1966) | The Letters of the Alphabet | 128 pages |
| Book 2 (1966) | The Sounds of the Letters | 96 pages |
| Book 3 (1966) | From Words to Sentences | 96 pages |
| Book 4 (1966) | Sentence Reading | 96 pages |
| Book 5 (1966) | Paragraph Reading | 96 pages |
| Book 6 (1966) | Consecutive Paragraphs | 96 pages |
| Book 7 (1967) | Content Analysis | 96 pages |
| Book 8 (1967) | Functional Reading | 96 pages |

These books include a programmed phonic and work analysis approach to reading, plus context skill training.

STEP UP YOUR READING POWER--Jim Olsen--Designed for teenagers and young adults. Teacher's manual and answer keys available. Series also available in kit form on individualized cards.

Book A (1966)Grade level 3-4
Book B (1966) Grade level 4-5
Book C (1966) Grade level 5-6
Book D (1966) Grade level 6-7
Book E (1967) Grade level 7-8

This series consists of short readings followed by comprehension questions. Includes articles pertaining to practical problems. 90 pages each.

Charles E. Merrill Publishing Company

NEW MODERN READING SKILLTEXT SERIES BOOK 1 (1966) Adelaide Holl--Grade level 7-9. Designed for children but usable with adults. Teacher's edition available. Diagnostic test and progress test available. Teaching tapes available for use in individualized instruction. Series continues on high school level.

This book includes reading selections followed by exercises including vocabulary study, reading comprehension, organizing and extending ideas. 120 pages.

New Readers Press

LAUBACH STREAMLINED ENGLISH SERIES--Frank C. Laubach--Beginning reading level. Designed for adults. Teacher's guide available.

Charts and Stories (1963) Regular consonant sounds, the short vowel sounds plus a few blends are presented in chart form with drawings of objects taking on the shapes of the letters. Short sentences contain words which use the letters learned. 14 pages.

Writing Book for Charts and Stories (1964) Spaces are provided for practice in writing manuscript letters learned in Charts & Stories. 24 pages.

Noble & Noble Publishers, Inc.

EVERYDAY ENGLISH AND BASIC WORD LIST FOR ADULTS (1960) Angelica W. Cass--Designed for adults. Can also be used with foreign born students.

This is a basic word list which is aimed at providing beginners with words they use most often. Consists of signt words and sentences. 58 pages

FROM WORDS TO STORIES (1966) Mary L. Guyton and Margaret E. Kielty--Grade level 1-2. Material adult in nature.

A whole word and sentence approach to reading is used here. Sight vocabulary of 147 words is built through repetition in sentences and review exercises. 83 pages.

HOW WE LIVE (1966) Angelica W. Cass--Designed for adults at upper Level I and lower Level II.

Word lists and short readings are followed by exercises emphasizing writing and conversation. Subjects relate mainly to the daily life of an adult. 152 pages.

OPERATION ALPHABET (1967) Ethel Amatneek--Designed for adults. Teacher's guide available.

Book 1--Level I--The work in this book consists of a whole word approach to reading plus exercises in manuscript writing. Lesson plans available. 128 pages.

Book 2--Part 1--Level II--A whole word approach to reading plus exercises in cursive writing make up the contents of this book. 128 pages.

Book 2--Part 2--Level II--Comprehension questions accompany a whole word approach to reading plus exercises in cursive writing in this book. 160 pages.

YOUR FAMILY AND YOUR JOB(1966) Angelica W. Cass--Designed for adults on Level II. Available in hardback and paperback.

Student exercises follow each short reading in this book which uses topics found in ordinary daily living. 71 pages.

## Prentice-Hall, Inc.

BE A BETTER READER (1968) Nila Blanton Smith--Designed for children but usable with adults. Teacher's editions available.

| | | |
|---|---|---|
| *Foundations A* | --Grade level 4 | 142 pages |
| *Foundations B* | --Grade level 5 | 142 pages |
| *Foundations C* | --Grade level 6 | 174 pages |
| *Book I* | --Grade level 7 | 128 pages |
| *Book II* | --Grade level 8 | 128 pages |

Designed to improve reading and study skills in the areas of literature, social studies, science, and math.

## Reader's Digest Services, Inc.

ADULT READERS--Designed for adults. Teacher's manual available. Answer key at back of readers.

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|---|---|
| *Mystery of the Mountains* | (1964) |
| *Workers in the Sky* | (1964) |
| *Second Chance* | (1964) |
| *Send for Red!* | (1964) |
| *A Race to Remember* | (1965) |
| *Santa Fe Traders* | (1965) |
| *Valley of 10,000 Smokes* | (1965) |
| *Men Who Dare the Sea* | (1965) |
| *I Fell 18,000 Feet* | (1965) |
| *First at the Finish* | (1965) |
| *Guides to High Adventure* | (1965) |
| *What's on the Moon?* | (1965) |

Short readings followed by comprehension exercises and word studies make up the contents of these readers. 32 pages each.

READING SKILL BUILDER (ORIGINAL SERIES) Grade levels 1-8. Material suitable for adults. Teacher's manual included at front of teacher's editions.

| | | |
|---|---|---|
| *Book 4, Part 1* | (1959) | Grade level 4 |
| *Book 4, Part 2* | (1959) | Grade level 4 |
| *Book 4, Part 3* | (1960) | Grade level 4 |

(continued)

## READING SKILL BUILDER (ORIGINAL SERIES) (continued)

| | | |
|---|---|---|
| Book 5, Part 1 | (1959) | Grade level 5 |
| Book 5, Part 2 | (1959) | Grade level 5 |
| Book 5, Part 3 | (1960) | Grade level 5 |
| Book 6, Part 1 | (1959) | Grade level 6 |
| Book 6, Part 2 | (1958) | Grade level 6 |
| Book 6, Part 3 | (1960) | Grade level 6 |

Various reading and word study skills are emphasized in exercises which follow short articles. Approximately 144 pages each.

**ADVANCED READING SKILL BUILDER (1958)** Material suitable for adults. Teacher's manual included in front of teacher's editions.

| | |
|---|---|
| Book 1--Grade level 7 | 159 pages |
| Book 2--Grade level 7 | 159 pages |
| Book 3--Grade level 8 | 160 pages |
| Book 4--Grade level 8 | 160 pages |

Various reading and word study skills are emphasized in exercises which follow short articles.

**NEW READING SKILL BUILDER (1968)** Material suitable for adults on reading levels 1 through 6. Teacher's manual is included at the front of the Teacher's Editions. Reading Skill Practice Pads are available for each level.

Book 1--Parts 1 and 2
Book 2--Parts 1 and 2
Book 3--Parts 1 and 2
Book 4--Parts 1 and 2
Book 5--Parts 1 and 2
Book 6--Parts 1 and 2

Comprehension exercises follow reading selections in the skill builders. Practice Pads supply additional work in phonic, structural, and contextual word analysis, plus other comprehension exercises. Approximately 150 pages each.

**HELP YOURSELF TO IMPROVE YOUR READING (1963)** For students on Level III. Answer key at back of each book.

| | |
|---|---|
| Part 1--Grade level 7 | 160 pages |
| Part 2--Grade level 8 | 159 pages |

These readers are made up of collections of articles covering a wide variety of subjects of interest to adults, each followed by exercises involving reading comprehension, vocabulary, and certain other reading skills.

Regents Publishing Company, Inc.

THE BLUE BOOK OF SPELLING AND DICTIONARY STUDY (1960) Joseph J. Brain--For students reading on Level III. Adult in design.

A spelling manual containing sections on rules, dictionary usage, special problem words, and a list of 1500 words to spell arranged according to subject, such as flowers, animals, the Bible, etc. 126 pages.

SELECTIONS FOR DEVELOPING ENGLISH LANGUAGE SKILLS (1966) Mary Finocchiaro and Violet Lavenda--Adult in design. For students on upper Level II and Level III. Instructions at front of book with answer key at back of book.

Exercises developed to improve comprehension in listening and reading make up the contents of this book. Short selections in first half of book are read to student, who must answer one question about each. Students do the reading in the last half of the book and respond to multiple choice questions. 130 pages.

SOUNDS AND SYLLABLES (1967) Eugene J. Hall--Grade level 1-2. Material of interest to adults and of a practical nature. Should precede **THE SIGNS OF LIFE.**

This book is designed to teach reading improvement through a combination phonic and whole word approach. Includes exercises in writing and language. 110 pages.

Regents Publishing Company, Inc. (continued) I. Reading

THE SIGNS OF LIFE (1967) Eugene J. Hall--Grade Level 3+. Material of interest to adults and of a practical nature. Designed to follow SOUNDS AND SYLLABLES.

This book contains reading selections with accompanying comprehension questions and word studies. Includes language exercises. 128 pages.

Science Research Associates

CRACKING THE CODE (1968) Designed for children, but usable with adults and teenagers on Level II. Teacher's manual available.

A variety of short stories and poems make up the reading text (215 pages) while the WORKBOOK (112 pages) consists of numerous exercises which involves decoding--understanding sound-spelling relationship patterns in order to read.

READING IN HIGH GEAR (1967) Myron Woolman--A series of five books covering non-readers to about grade six. Designed for high school drop-outs or pre-drop-outs. Usable with adults. Teacher's manual available. This is a sequentially arranged reading program based on the progressive choice learning theory.

Cycle I, Books 1 and 2--The student learns to recognize, print, and sound all letters (except Q) in uppercase form. Approximately 80 pages each.

Cycle II, Books 1 and 2--Here the student learns to recognize, print, and sound all letters in lowercase form. He also learns about alphabetical order and some phonics. Approximately 110 pages each.

Cycle III, Book 1--The student learns variant sounds for letters and other word attack skills. This book also includes cursive writing and dictionary usage. 144 pages.

## Scott, Foresman and Company

**TACTICS IN READING I** (1965) Olive Niles, et all--Reading level grades 7-8. Designed for junior high level students with low interest in reading. Usable with adults. Teacher's manual and diagnostic test available. Material also available in kit form.

Specific reading skills such as word attack, dictionary usage, imagery, inferences, sequence, sentence and paragraph meaning, and word families are presented. Some work is difficult at this level, though exercises are excellent. 100 pages.

## Silver Burdett Company

**BUILDING YOUR LANGUAGE POWER** (1965) Frank C. Laubach--Designed for adults.

A series of six Laubach literacy books which emphasizes repetition of writing certain letters to learn sounds and words. Picture and letter clues given. The series is presented in programmed form, though explanation is necessary. Approximately 100 pages each.

## Steck-Vaughn Company

**BUILDING WORD POWER** (1968) John C. Adams--Grade level 3-4. Designed for adults. Teacher's manual is available.

Material in this book presents a phonic and structural analysis approach to reading. Numerous exercises emphasize sight words, letter substitutions, reading and making sentences, and spelling. 90 pages.

**FROM A TO Z** (1966) Dee D. Hancock--Beginning reading level. Designed for adults.

Letters of the alphabet are introduced. Letters are accompanied by illustrations meant to help identify sounds of the letters through association with basic words. 32 pages.

HOW TO READ BETTER (1964) Harley A. Smith and Ida Lee Wilbert--Grade level 5-6. Designed for adults. A two-book series emphasizing reading comprehension skills. 64 pages each.

I WANT TO READ AND WRITE (1965) Harley A. Smith and Ida Lee Wilbert--Grade level 3-4. Teacher's manual available. Designed for adults.

A whole word and sentence approach is used in teaching reading. 128 pages.

READING ESSENTIALS SERIES--Designed for children, but usable with adults. Teacher's manual and unit tests available.

New Journeys in Reading (1966) Ullin W. Leavell and Betty D. Via-- Grade level 5. 128 pages.

New Adventures in Reading (1966) Ullin W. Leavell and Betty D. Via--Grade level 6. 128 pages.

Progress in Reading (1957) Ullin W. Leavell and William L. Gardner--Grade level 7. 143 pages.

Mastery in Reading (1958) Ullin W. Leavell, Lester R. Wheeler, and Viola D. Wheeler--Grade level 8. 144 pages.

New Goals in Reading (1960) Ullin W. Leavell and Betty D. Via--Remedial for middle grades. 112 pages.

These books emphasize phonic and structural analysis work as well as reading comprehension and vocabulary exercises.

WORKING WITH WORDS (1966) Mildred Putnam--Grade level 1-2. 96 pages.

WORKING WITH WORD PATTERNS (1967) Mildred Putnam--Grade level 2-3. 95 pages.

These two books are designed for adults. Teacher's manuals are available. The material can also be used with the foreign born. Word patterns and sentence structure are emphasized. Both manuscript and cursive writing are introduced.

**STANDARD TEST LESSONS IN READING (1961)** William A. McCall and Lelah M. Crabbs--Designed for children but usable with adults. Teacher's manual and answer keys available, as well as student answer blanks.

Book A--Grade level 2-4.
Book B--Grade level 3-5
Book C--Grade level 4-6
Book D--Grade level 5-7
Book E--Grade level 7-12

These books contain a series of short graded content tests which can be used in various reading comprehension exercises. 78 pages each.

United States Armed Forces Institute

**MEN IN THE ARMED FORCES**--Lowrey W. Harding and James B. Burr--Beginning reading level. Designed for adults in the Armed Services--not generally available for purchase. Teacher's manual available. Developed for use with **SERVICEMEN LEARN TO READ, PRACTICE BOOKS NUMBERS I AND II.**

This is a basic reader which contains numerous reading selections with some comprehension question following the first few readings. 252 pages.

**DEVELOPMENTAL READING (1968)** Josephine Bauer--Designed for adults in the Armed Services--not generally available for purchase.

On Your Mark!--Book A--Beginning reading level--This book begins with the alphabet, covers manuscript and cursive writing, consonants and short vowel sounds, some blends, and a few phonic patterns. Uses picture clues. 143 pages.

Get Set!--Book B--Intermediate reading level--Phonic patterns plus picture and context clues are the basis for exercises in this book. Longer reading passages are included. 217 pages.
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United States Armed Forces Institute (continued)

DEVELOPMENTAL READING (continued)

Go!--Book C--Upper reading level--Exercises in this book cover different types of reading skills, such as following directions and reading for information. Longer reading selections are followed by comprehension questions. Word studies are emphasized. 275 pages.

# READING KITS

## Addison-Wesley Publishing Company

READING DEVELOPMENT --Edwin H. Smith--Adult in content. Teacher's manual, progress records, and reading inventory available.

Kit A (1968) Reading grade level 1-3
Kit B (1968) Reading grade level 4-6
Kit C (1969) Reading grade level 7-10+

Five critical reading lessons begin each of the three kits. The rest of the 65 to 80 lessons in each kit begin with word attack and vocabulary exercises, and provide a short reading followed by comprehension exercises. Stories are in the area of health, law, safety, science, work, communication, and education.

## Dexter and Westbrook, Ltd.

FUN WITH WORDS (1967) Richard A. Boning. Designed for children, but suitable for adults. Teacher's instructions and pupil record sheets available.

Kits A, B, C, D, E, F--For grade levels 1 through 6.
Advanced Kit--For grade levels 7 and 8.

Fifty cards, each with three "riddles" make a game of working with vocabulary. The student is given a definition and one other clue to the word he is guessing, such as another word that it rhymes with or another word that begins with the same sound. There are no illustrations.

Educational Developmental Laboratories, Inc.
A division of McGraw-Hill

STUDY SKILLS LIBRARY--Designed for children, but usable with adults. Student work sheets available.

Kits CCC, DDD, EEE, FFF, GGG, HHH--For reading levels 3 through 8.

Ten cards in each kit present ten readings in the area of reference skills, such as alphabetical order, parts of a book, card catalog, dictionary, atlas, encyclopedia, etc. Exercises are designed to make use of what is being taught in the readings. Students work on work sheets and score their own answers.

Science Research Associates

JUNIOR READING FOR UNDERSTANDING--Thelma Gwinn Thurstone--Designed for children, but usable with adults. Grade levels 3-8 covered. Teacher's manual, answer key booklets, student record books, and placement test available.

Materials in this kit are designed to improve reading comprehension. Four hundred lesson cards, arranged sequentially according to difficulty, contain ten short paragraphs each, and students are asked to draw conclusions (from a multiple choice) for each. These exercises are not intended to teach basic reading skills.

PILOT LIBRARY SERIES--Designed for children, but usable with adults. Teacher's manuals, answer key booklets, and student record books available.

Library IIa--For Grade 4 (covers reading levels 2.0 to 7.0)
Library IIb--For Grade 5 (covers reading levels 3.0 to 8.0)
Library IIc--For Grades 6 and 7 (covers reading levels 4.0 to 9.0)
Library IIIb--For Grades 8 and 9 (covers reading levels 5.0 to 12.0)

There are 72 separate short books in each of these libraries which were designed to provide extra reading materials for students striving to become independent readers.
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## Science Research Associates (continued)

### PILOT LIBRARY SERIES (continued)

Student record books question students on comprehension and interpretation. Students score their own work. Books in the library are divided into six groups according to reading difficulty, which correspond to the groups in the SRA Reading Laboratory of the same level. Reading topics have also been correlated, so that a student working on a Power Builder that interests him can find a story on the same subject and level in the Library. Complete correlations and information on levels of each book are listed in manuals.

READING LABORATORIES SERIES: 1969 EDITION--Don H. Parker--Designed for children but usable with adults. Teacher's manuals and student record books are available.

Reading Laboratory IIa--For Grade 4 (covers reading levels 2.0 to 7.0)
Reading Laboratory IIb--For Grade 5 (covers reading levels 2.5 to 8.0)
Reading Laboratory IIc--For Grade 6 (covers reading levels 3.0 to 9.0)

Several changes have been made from the Original Series. The readings in the Power Builders are all new and are attractively illustrated. Exercises include sentence analysis now, as well as word attack, vocabulary, and comprehension. Also, a new Power Builder section called "What's Your Story" encourages student creativity. Student Record Books provide more room for answers than previously. The Rate Builders appear to contain no innovations.

VOCABULAB III--Don H. Parker, et al--For students working on grade levels 7-9. Teacher's manual, answer key booklets, student record books, record, and explorawheels are available.

The program is introduced by a ten-inch record which gives the general picture concerning word studies. Sixty different word-study booklets contain readings followed by a variety of word-study exercises. The Explorawheel provides information regarding prefixes, roots, and suffixes, so that when the three parts of the wheel are turned, students can learn much about word structure.

## II. ENGLISH FOR THE FOREIGN BORN

Reading, language, and citizenship information for the foreign born are included here.

Special Note: Materials in this section assume a familiarization with the letters and sounds of the alphabet.

## II. English for the Foreign Born

### California Migrant Ministry

CALIFORNIA MIGRANT MINISTRY SERIES--Dorthy Y. Goble--Designed for farm workers of Mexican origin.

*The Lopez Family: A Primer for New Readers* (1965) For students on Level I. There are 14 stories in this book, each of which is preceded by sight vocabulary studies and followed by a short review emphasizing vocabulary and usage. 62 pages.

*Read to Learn: An Elementary Reader*--For students reading at grade levels 3-6. This is a series of short stories and poems followed by review questions. 65 pages.

### Harper & Row, Publishers

USING AMERICAN ENGLISH (1964) Leonard Newmark et al. Although this book begins on Level II, the reading difficulty advances to Level III rather quickly, and has reached GED level in the last lessons. Dialogues stressing common types of conversations are used, with substitution drills and intonation guides. 251 pages.

### Holt, Rinehart and Winston, Inc.

IMPRESSIONS OF THE UNITED STATES (1964) Sophie Hollander --For students on upper Level II and Level III.

A series of letters written as if foreign born students from a variety of countries were sending home their impressions of different aspects of life in our nation make up this book. Each letter is accompanied by vocabulary and word pattern studies and questions for comprehension and conversation. 278 pages.

Houghton Mifflin Company

LEARNING THE ENGLISH LANGUAGE--For students at about Level II.

Textbook-Workbook I (1963) 64 pages
Book Two (1948) 35 pages
Workbook Two (1949) 72 pages
Book Three (1943) 32 pages
Workbook Three (1949) 74 pages
Book Four (1953) 28 pages

Oral and written exercises include numerous demonstrations for student participation. Books contain many black and white illustrations which help to clarify certain words, phrases, and speakers in conversations.

The Macmillan Company, School Division

AUDIO-LINGUAL ENGLISH: A SELF-INSTRUCTIONAL LANGUAGE LABORATORY PROGRAM (1967) For Levels I and II. Forty tapes are available for each workbook. There is a teacher's manual.

Designed totally for the laboratory, this series consists of six workbooks and 230 tapes (one for each lesson) which are closely integrated. Students learn vocabulary and grammatical structures, with the emphasis on oral English. A laboratory assistant is needed, and supplementary sessions in the classroom may be helpful. Approximately 325 pages each.

DRILLS AND EXERCISES IN ENGLISH PRONUNCIATION (1967) Suitable for all levels. Fifty-four tapes accompany the books.

Consonants and Vowels (24 tapes)
Stress and Intonation, Part 1 (14 tapes)
Stress and Intonation, Part 2 (16 tapes)

Three books plus the tapes provide drills and studies of individual sounds, sound combinations, irregular spelling sounds, word stress, phrase stress, and intonation in speech patterns. Marked dialogues, poetry, and readings are provided as practice material. Approximately 130 pages each.

The Macmillan Company, School Division (continued)

COLLIER MACMILLAN ENGLISH READERS

500 Word Level
The People Speak, and Other Stories
The Love Letter

700 Word Level
The Silver Elephant, and Other Stories

900 Word Level
Cowboys in Alaska, and Other Stories

1500 Word Level
The Island of Truth, and Other Stories

2000 Word Level
Stories to Surprise You
The Virginian
The Story of My Life by Helen Keller
The Mitchell Family
Buffalo Bill

2500 Word Level
Scenes of America

3000 Word Level
The Vanishing Lady, and Other Stories
Twelve Famous Americans
The Presidency in Conflict
The Russells of Hollytree Circle
The Black Tulip
Three Detective Stories
Fact or Fiction
Four Short Mysteries

4000 Word Level

Murder Now and Then
A Magazine Reader

Each of these 21 readers provides study questions at the end of the book. Approximately 100 pages each.

The Macmillan Company, School Division (continued)

ENGLISH 900: A BASIC COURSE (1964) For all levels. Teacher's manual and tapes available.

| Texts | Workbooks | Readers | Tapes |
|---|---|---|---|
| Book 1 | Workbook 1 | | 30 tapes |
| Book 2 | Workbook 2 | The People Speak | 30 tapes |
| Book 3 | Workbook 3 | The Silver Elephant | 30 tapes |
| Book 4 | Workbook 4 | Cowboys in Alaska | 30 tapes |
| Book 5 | Workbook 5 | The Island of Truth | 30 tapes |
| Book 6 | Workbook 6 | Scenes of America | 30 tapes |

Conversational English in the texts is stressed through dialogues, intonation studies, and substitution drills. Short readings, vocabulary, and grammar exercises strengthen foundations. Approximately 150 pages each.
The workbooks use a branching format, wherein the student who answers incorrectly is directed to reinforcing material, while a correct answer leads to the next item. Approximately 50 pages each.
Stories in the readers are followed by comprehension and language exercises. Approximately 120 pages each.

THE KEY TO ENGLISH (1965) For Levels II and III. Answer key at back of each book.

Prepositions 1
Prepositions 2
Two-word Verbs
Verbs
Figurative Expressions
Vocabulary
Nouns
Adjectives 1
Adjectives 2
Letterwriting

These ten books are designed as supplementary material, and assume some knowledge of the topic. They contain explanations and exercises, and sections of readings, conversation, and work on idioms. Approximately 100 pages each.

The Macmillan Company, School Division (continued)

A PRACTICAL ENGLISH GRAMMAR (1968) For Level III. This text is intended to reinforce previously-learned grammar. Definitions, explanations, examples, and exercises are provided. 243 pages.

A PRACTICAL ENGLISH GRAMMAR PROGRAMMED WORKBOOK (1968) A branching format is used in this workbook designed to accompany A PRACTICAL ENGLISH GRAMMAR. 152 pages.

ENGLISH GRAMMAR EXERCISES (1968) Answer key is included in each book. A series of three exercise books which are progressively more advanced from Book 1 to Book 3. May be used as supplements to the above text and workbook.

National Council of Teachers of English
(List is also under McGraw-Hill)

ENGLISH FOR TODAY--For Levels I, II and III. Teacher's texts available.

Book 1--At Home and at School (1962)
Book 2--The World We Live In (1962)
Book 3--The Way We Live (1964)
Book 4--Our Changing World (1966)
Book 5--Life in English Speaking Countries (1967)
Book 6--Literature in English (1964)

Reading and grammar drills make up this series, with an emphasis on oral English. Approximately 170 pages each.

New Readers Press

GOOD MANNERS IN THE UNITED STATES (1961) Bengt Simonsson and Earl Roe--For students reading at Levels II and III.

Accepted conduct is described for meeting new people, eating at a restaurant or at another's home and being a guest in someone's home, plus tips for men's behavior in the presence of ladies. Photographs illustrate. 24 pages.

## Noble and Noble, Publishers, Inc.

**HOW TO BECOME A UNITED STATES CITIZEN** (1963) Angelica W. Cass--For Level II students.

In this book the Alien Address Report Form is explained, instructions for applying for citizenship are given, the naturalization examination is described, and the oath of allegiance is explained. Exercises accompany the readings. The texts of the Declaration of Independence and the Constitution appear at the back of the book. 74 pages.

**LIVE AND LEARN** (1962) Angelica W. Cass--For lower Level II students. Available in hardback or paperback.

Readings in this book cover topics relating to daily living, the months of the year, and becoming a citizen of the U.S.A. Student exercises follow each reading. 153 pages.

## Oxford Book Company

**WE AMERICANS** (1967) Dora F. Pantell--For Levels II and III students.

Our democratic government is described in this book from its founding to the present. The American way of life and the place of aliens in it is discussed. Instructions are given for becoming a United States citizen. Readings are followed by comprehension questions. 280 pages.

## Reader's Digest Services, Inc.

**READERS DIGEST READINGS** --For students on Levels I and II. Answer keys at back of books.

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Reader's Digest Services, Inc. (continued)

READERS DIGEST READINGS (continued)

| | | |
|---|---|---|
| Book One | (1964) | 500 word vocabulary |
| Book Two | (1964) | 500 word vocabulary |
| Book Three | (1963) | 1,000 word vocabulary |
| Book Four | (1963) | 1,000 word vocabulary |
| Book Five | (1964) | 2,000 word vocabulary |
| Book Six | (1964) | 2,000 word vocabulary |

Each book contains a series of short stories followed by comprehension and vocabulary exercises. 144 pages each.

Regents Publishing Company, A Division of Simon & Schuster,Inc.

COMPLETE COURSE IN ENGLISH (1955) Robert J. Dixson--For Level II.

Book 1--286 pages
Book 2--318 pages

These books consist of reading and grammar exercises, with much emphasis on conversation.

ENGLISH AS A FOREIGN LANGUAGE SERIES

Beginning Lessons in English (1950) Isobel Fisher and Robert J. Dixson--For Level I.
Conversation and grammar are the main concerns of this book. 192 pages.

Second Book in English (1950) Robert J. Dixson--For Level II
A continuation of Beginning Lessons in English, this book introduces more grammar, vocabulary, and more difficult readings on which conversation questions are based. 136 pages.

Everyday Dialogues in English (1953) Robert J. Dixson --For Level III.
This book is made up of practice exercises in conversation covering numerous daily situations, such as dialogues that might occur in a trip to the bank, grocery store, drug store, clothing store, making phone calls, etc. 166 pages.

Regents Publishing Company (continued)

ENGLISH AS A FOREIGN LANGUAGE SERIES (continued)

Graded Exercises in English (1959) Robert J. Dixson--For Levels II and III. Answer kdy available.

Grammar drills topically arranged make up this practice book. Definitions are followed by practice sentences. 186 pages.

Tests and Drills in English Grammar (1957) Robert J. Dixson--For Levels II and III.

The grammar practice book consists of simple explanations followed by student exercises. Designed as a companion book for DIRECT ENGLISH CONVERSATION, Books I and II, it can be used to supplement any grammar text. 191 pages.

Regents English Workbook (1956) Robert J. Dixson

Book 1--For Levels I and II--134 pages
Book 2--For Levels II and III--137 pages

These grammar workbooks are designed with the rules at the top of each page, followed by student exercises using each rule.

Exercises in English Conversation (1945) Robert J. Dixson--For levels I and II.

Vocabulary and grammar structure are emphasized in this book developed to teach conversation. Many oral drills follow short readings. 127 pages.

Essential Idioms in English (1951) Robert J. Dixson--For all levels.

Idiomatic expressions are defined and used in sample sentences, and are followed by student exercises in using the expressions. The book is divided into three parts according to word difficulty--one each for reading levels I, II, and III. 138 pages.

Regents Publishing Company, Inc. (continued)

ENGLISH AS A FOREIGN LANGUAGE SERIES--READERS--Robert J. Dixson

Elementary Reader in English (1950) for students on Level I. Seventeen short stories are followed by vocabulary, grammar, and conversation exercises. 120 pages.

Easy Reading Selections in English (1962) for students on Level II. Simplified versions of nine classic short stories make up this book. Exercises following the readings emphasize comprehension, vocabulary, language, and conversation. 133 pages.

Modern Short Stories--For Level III students. Review questions involving grammar, vocabulary, and conversation follow these seventeen short stories by American authors. 144 pages.

ENGLISH STEP BY STEP WITH PICTURES (1956) Ralph S. Boggs and Robert J. Dixson--For Level I. Accompanying wall charts are available.

Basic sentence structure is taught in this grammar text. Numerous pen-and-ink drawings illustrate the concepts. 207 pages.

FAMILY LIFE IN THE U.S.A. (1962) Gladys E. Alesi and Dora F. Pantell--For Level I.

The stories in this reader involve the lives of a typical Americanized family. Each chapter contains one easy reading story followed by comprehension, vocabulary, and language exercises, and then a second, more challenging reading selection. 138 pages.

HANDBOOK OF AMERICAN IDIOMS AND IDIOMATIC USAGE (1953) Harold C. Whitford and Robert J. Dixson--For Levels II and III.

More than 4500 idioms are defined and used in sample sentences in this handbook. 155 pages.

Regents Publishing Company, Inc. (continued)

LEARNING TO USE ENGLISH--Mary Finocchiaro--For Level II. Teacher's manual available.

| | | |
|---|---|---|
| Book 1 | (1966) | 236 pages |
| Book 2 | (1968) | 197 pages |

Patterns of our language are emphasized in repetition practices and substitution drills in this practical series. Short readings and dialogues are a part of the exercises.

MODERN AMERICAN ENGLISH SERIES (1962) Robert J. Dixson--Levels II and III. Accompanying tapes are available both from Regents and Cenco.

Book One--Sentence structure and vocabulary, along with pronunciation, phrasing, and intonation exercises make up the bulk of this book. Conversation and oral drills predominate. 191 pages.

Book Two--A continuation of Book One. Reviews are provided periodically throughout the book. 179 pages.

Book Three--Readings are longer in this book. Material presented in the first two books is expanded upon. 180 pages.

Book Four--Essentially a reader, this book contains conversation and vocabulary drills as well as a grammar review after each reading. 180 pages.

PRACTICE EXERCISES IN EVERYDAY ENGLISH (1957) Robert J. Dixson--For Level III. Answer key available.

Copious practice exercises are presented here. Each lesson consists of explanatory material, the grammar drills, and a word study. 208 pages.

Silver Burdett Company

ENGLISH: YOUR NEW LANGUAGE (1967) Leo A. Benardo and Dora F. Pantell--For all levels. Teacher's editions available. Tapes with and without pauses, 33 1/3 RPM records, and flash cards are also available for the series.

Three sequentially arranged work texts make up this audio-lingual series. Structure and vocabulary are taught through substitution and repetition drills. Reading, writing, and dialogues are an integral part of the program. Approximately 300 pages each.

Steck-Vaughn Company

THE LOPEZ FAMILY (1967) Dorothy Y. Goble--For students on Level I.

Some changes have been made from the California Migrant Ministry edition of this book, though the text is basically the same. This slick paper edition is the most attractive of the two, with photographs and easy-to-read printing. 63 pages.

READ TO LEARN (1968) Dorothy Y. Goble--For students reading at grade levels 3-6.

Again, this is nearly the same text as the one published by the California Migrant Ministry edition, but this book is much more attractive and usable. 80 pages.

Washington Square Press

ENGLISH THROUGH PICTURES--I. A. Richards and Christine Gibson--For Level I. Recordings and film strips available. (continued)

Washington Square Press (continued)

ENGLISH THROUGH PICTURES (continued)

Book 1 (1946) Stick people and basic line drawings serve to illustrate vocabulary and phrases in this book. 286 pages.

First Steps in Reading English (1957) This is a companion to Book 1. Picture clues and simple sentences are used. 163 pages.

A First Workbook of English (1959) For use with Book 1. Exercises correlate with work in the text, and page numbers on each page refer to corresponding pages in the text. 133 pages.

A Second Workbook of English (1965) A continuation of the First Workbook. 166 pages.

Book 2 (1957) The reading level of this book is a good deal more difficult than that of Book 1, making it usable on Levels II and III. A variety of subjects are covered. 247 pages.

# III. GRAMMAR

**Behavorial Research Laboratories**

ENGLISH GRAMMAR (1964) Gordon Lish--Suitable for use on Level III. Teacher's manual and test booklet available.

This two volume programmed text reviews all the grammar usually covered in a high school course. However, sharp adults who read on a 7th grade level or better could benefit from its use. Approximately 300 pages each.

**Beissel English Services**

AN INDIVIDUALIZED USAGE MANUAL (1965) George R. Beissel --May be used by adults on Level III as a review or as supplementary work. Can be used as a reference manual in grammar or for studying usage.

This book contains eight diagnostic tests, with answers at the back of the book. A rule, examples, and practice exercises make up each page of the text. 120 pages.

**Channing L. Bete Company, Inc.**

WHAT EVERYONE SHOULD KNOW ABOUT GRAMMAR (1964) Reading Level III.

A condensed review of the parts of speech, verbals, phrases, and clauses. A few cartoon illustrations and large print make this booklet easy to read. Student should have prior knowledge of the subject. 15 pages.

WHAT EVERYONE SHOULD KNOW ABOUT WRITING (1966) Level III or above.

Clues for better compositions are reviewed here. Cartoon illustrations and large print make for easy reading. 15 pages.

## California Test Bureau

LESSONS IN SELF-INSTRUCTION IN BASIC SKILLS (1963) Marvyl Doyle and Eileen Lothamer--Designed for anyone needing review in the specific areas covered. Teacher's manual is available. Students use Student Record Sheets. Booklets are available separately or boxed as a kit. Series C-D is for grade levels 5-6; E-F for grade levels 7-8. There is no series A-B. Approximately 125 pages each.

Sentence Patterns--Series C-D and E-F
Capitalization--Series C-D and E-F
Punctuation--Series C-D and E-F
Verbs, Modifiers, and Pronouns--Series C-D and E-F

This is a series of programmed material using a branching format, wherein the student is given multiple choice questions. If he chooses the wrong answer he must read reinforcing frames which he does not read if he chooses the correct answer.

## Globe Book Company

VOCATIONAL ENGLISH--Albert E. Jochen and Benjamin Shapiro--Designed for students in vocational high schools, but suitable for adults who read on a 6th to 8th grade level.

| | | |
|---|---|---|
| Book 1 | (1952) | 167 pages |
| Book 2 | (1958) | 278 pages |

Explanations of English grammar in the books are slanted toward the pupil's effort in preparing for a vocation. Each unit begins with a pre-test and ends with an achievement test.

## Harcourt, Brace & World

ENGLISH 2200 (1964) Joseph C. Blumenthal-- Written for junior high school students, but suitable for adults on Level III. Teacher's manual and test booklet are available.

28A

A programmed course in grammar and usage. 375 pages.

## III. Grammar

### Holt, Rinehart and Winston

ENGLISH II (1962) Clyde E. Weinhold--Designed for adults who have a reading ability of at least 6th Grade.

Exercises cover sentence structure, usage, vocabulary, and oral English. 154 pages.

ENGLISH III (1964) Clarence W. Wachner--For adults on level III.

This book contains grammar and usage exercises, as well as work in vocabulary, oral English, and listening. 243 pages.

### McCormick-Mathers Company, Inc.

PLAIN ENGLISH (1966) J. Martyn Walsh and Anna K. Walsh --Written for the 7th and 8th grades, but suitable for use with adults on Level III.

Book 7 -- 119 pages
Book 8 -- 119 pages

These are workbooks covering exercises in sentence structure, parts of speech, usage, and composition.

Plain English Handbook contains a summary of grammar rules and definitions. References are made to the handbook in the workbooks.

### Noble and Noble

WRITE YOUR OWN LETTERS (1950) Jeannette B. Rosenfeld and Angelica W. Cass--For adults who read on a 4-5th grade level. (continued)

Noble and Noble (continued)

WRITE YOUR OWN LETTERS (continued)

This book is more suitable as a reference book than as a textbook, although it could be used in teaching a unit on letter writing. Consists of samples of social and business letters, and different types of forms commonly encountered. 64 pages.

Regents Publishing Company, Inc.

THE BLUE BOOK OF CORRECT ENGLISH (1960) Robert J. Dixson --For Level III students.

Rules on the use of the parts of speech, sentence structure, punctuation, and capitalization make up this manual. Exercises accompany each. 122 pages.

GRAMMAR AND COMPOSITION (1963) Joseph J. Brain--For Level III students and above.

This is a handbook plus exercises which covers the parts of speech, sentence structure, vocabulary, and composition. It will be difficult for most basic education students. 135 pages.

Frank E. Richards, Publisher

ENGLISH THAT WE NEED (1965) Helen Prevo--For use with adults who read on a 4th-6th grade level.

A very practical book which concentrates principally on the skills needed to write paragraphs and letters correctly. 60 pages.

## III. Grammar

L. W. Singer Company, Inc.

ENGLISH WRITING PATTERNS (1968) Helen E. and Carl A. Lefevre--For students in Levels I and II. Teacher's manual available.

Four workbooks designed for grades 2-6, covering usage, sentence structure, spelling, and word studies make up this series. No illustrations are included. 65 pages each.

State Publishing Company, Inc.

ENGLISH FOR TODAY (1962) Kenneth C. Ray and Frederick Bair--Although obviously written for children in grades 3 through 8, this series of English grammar workbooks could be used with adults. The number of each book indicates the grade level.

Books 3-8--approximately 85 pages each.

Steck-Vaughn Company

ENGLISH ESSENTIALS: A REFRESHER COURSE (1964) Jewel Varnado--For students on Level III. Teacher's manual available.

This is a workbook which provides a review of English grammar learned in elementary school. 96 pages.

I WANT TO LEARN ENGLISH (1965) Harley A. Smith and Ida Lee Wilbert--An English grammar book intended for adults who read on a 4-5th grade level. The emphasis of this book is on usage. 112 pages.

Steck-Vaughn Company (continued)

LANGUAGE EXERCISES (1965) Mabel Y. Grizzard--Designed for children, but usable with adults. Tests and grading chart available.

Red Book--Grade 5--96 pages
Blue Book--Grade 6--128 pages
Gold Book--Grade 7--128 pages
Green Book--Grade 8--128 pages

This series of workbooks is designed to help students master the basic principles and mechanics of good grammar. Each book includes needed explanatory materials and the definitions, rules, and examples necessary to complete the exercises.

LEARNING AND WRITING ENGLISH (1964) M. S. Robertson--An English grammar book emphasizing usage intended for adults who read on a 3-4th grade level. 125 pages.

LEARNING OUR LANGUAGE (1968) Jewel Varnado--Teacher's manual and grading charts available.

| | |
|---|---|
| Book 1--5-6 grade reading level | 95 pages |
| Book 2--6-7 grade reading level | 95 pages |

These are English grammar workbooks.

U.S. Armed Forces Institute

ENGLISH AS A COMMUNICATION SKILL (1963) Josephine Bauer--Designed for men in the Armed Forces who are reading at a 5-6th grade level. Answers to exercises are at the ends of chapters. Progress tests available. Not generally availalbe for purchase.

The series is made up of five books intended to help the indivicual improve his communication skills--grammar, spelling, and letter writing. Approximately 140 pages each.

# GRAMMAR KITS

**Follett Publishing Company**

INDIVIDUALIZED ENGLISH: SET J--J. N. Hook and William Evans. For students on Level III. Teacher's manual, diagnostic test, mastery test, student profile and record charts available.

Cards containing programmed lessons are inserted in "sleeves" and pulled into view frame by frame as each question is answered. Grammar and usage in this kit require a good English background.

# IV. HANDWRITING

Holt, Rinehart and Winston

LEARNING TO WRITE (1965) Ellen C. and Twila L. Henderson--Designed for adults on the beginning level.

Practice in both manuscript and cursive writing are provided in this book. The cursive writing section corresponds to the writing exercises in LEARNING TO READ AND WRITE. 96 pages.

The Macmillan Company

IMPROVE YOUR WRITING FOR JOB SUCCESS (1967) Peterson Handwriting--Designed for adults who want better penmanship.

Both manuscript and cursive handwriting as well as numbers are taught using the Colorgraph method. Much of the book is devoted to filling in different types of forms. 64 pages.

Noble and Noble, Publishers, Inc.

WRITE IT DOWN (1967) Angelica Cass--Designed for adults on the beginning level. Teacher's manual available.

Manuscript and cursive letters are presented in this book. A few exercises involve writing in words and sentences. 95 pages.

Peterson Handwriting System

HANDWRITING LEGIBILITY KIT (1966) Designed for use in improving handwriting. Instructor's edition available.

The Colorgraph method is employed in teaching manuscript and cursive writing. File cards contain numerous forms for students to fill in.

## IV. Handwriting

### Steck-Vaughn Company

IMAGINARY LINE HANDWRITING (1966) Rebecca Mae Townsend--Designed for children, but usable with adults.

Manuscript, Book Two
Beginning Cursive Book
Advanced Cursive Book

Numerous exercises provide much practice for beginning writers. 64 pages each.

### Zaner-Bloser Company

READABLE HANDWRITING (1957) Max Rosenhaus--Suitable for adults desiring to write better.

A detailed manual with extensive exercises for improving cursive writing and numbers. 120 pages.

## V. COMBINATION MATERIALS

Combination materials are made up of those which combine work in at least reading and mathematics, sometimes adding other language skills, writing, spelling, and/or job information.

### Allied Education Council

PERCEPTUAL LEARNING AND UNDERSTANDING SKILLS (The Fitzhugh Plus Program) (1966) Kathleen Fitzhugh and Loren Fitzhugh--Designed as independent supplementary work for slow students, and is on a first to third grade level.

This program consists of 4 workbooks of exercises in language and numbers. The exercises consist of frames in which the student chooses one of several answers. If he chooses the correct answer, his marks show in green; if he chooses an incorrect answer, his marks show in yellow (when he uses the PLUS Magic Scorer). Approximately 200 pages each.

### Follett Publishing Company

SYSTEM FOR SUCCESS (1965) R. Lee Henney--Designed for adults. Teacher's manual available.

| | |
|---|---|
| Book 1--For grade levels 1-4 | 125 pages |
| Book 2--For grade levels 5-8 | 142 pages |

Each book is designed to help students in the areas of reading, English, and arithmetic. A phonics approach to reading is used.

### Frank E. Richards, Publisher

THE GETTING ALONG SERIES OF SKILLS--Thomas J. Mooney--Designed for young adults at about a 3rd-4th grade level.

| | | |
|---|---|---|
| After School is Out | (1963) | 54 pages |
| Al Looks for a Job | (1964) | 61 pages |
| A Job at Last | (1964) | 61 pages |
| Money in the Pocket | (1965) | 62 pages |
| From Tires to Teeth | (1965) | 69 pages |

Spelling, vocabulary, and arithmetic skills are treated in these workbooks. Readings are also included. Much of the work is of a practical nature.

**Steck-Vaughn**

STEPS TO LEARNING (1965)--For Level I students. Teacher's instructions are at the bottom of each page.

These two books present reading, writing, and number skills. The reading work includes emphasis on phonetic and structural analysis skills as well as sight words. The simple number problems reflect such activities as counting money, using a ruler and solving simple addition and subtraction problems. 64 pages each.

# VI. MATHEMATICS

## Addison-Wesley Publishing Company

A. S. M. D. REMEDIAL SERIES (1963) Designed for upper level students who did not learn the basics the first time through. Teacher's manual with tests is available.

Addition--John D. Hancock and Frank Holden 60 pages.
Subtraction--John D. Hancock and James S. Lucas 72 pages.
Multiplication--John D. Hancock and John J. O'Brien, Jr. 173 pages.
Division--John D. Hancock and Philip C. Schneider 102 pages.

A programmed math series consisting of four books--one each in addition, subtraction, multiplication, and division. The operations are well explained, using an upper reading level vocabulary. Contains computation work only--no verbal problems.

## Allied Education Council

THE MOTT BASIC LANGUAGE SKILLS PROGRAM (1965) Byron E. Chapman and Louis Schulz--Suitable for use with adults on Level I. The answer key is at the back of the book.

Series 300, Basic Numbers and Money--This book contains simple problems involving operations with whole numbers and money. Advertisements are used as a basis for practical problems. 152 pages.

## Behavioral Research Laboratories

**CONSUMER MATHEMATICS**--David H. Knowles--A programmed series which presumes a knowledge of operations with whole numbers, fractions, and decimals, and at least a 7th grade reading level. Teacher's manuals and test booklets are available.

(continued)

Behavioral Research Laboratories (continued)

CONSUMER MATHEMATICS (continued)

Book 1, Vocational Opportunities and Lifetime Earnings (1965) This book centers around the student's choice of a vocation, emphasizing related mathematical skills involved with statistics, graphs, tables and averages. 384 pages.

Book 2, The Pay Check (1965) Topics related to the paycheck, gross and net salaries, deductions, overtime pay, and the mathematics involved in calculating the paycheck are discussed. This provides practice primarily with fractions, decimals, and percentage. 380 pages.

Book 3, The Household Budget (1966) The context of the family budget is used to teach a great variety of mathematics with linear, area, and volume measure being the central effort, and providing much practice with computations involving fractions, decimals, and per cents. There is also a section on utility and tax rates, and a section on further use of statistics. 694 pages.

Book 4, The Wise Buyer (1966) Here the student takes a detailed look at automobile expenses, at the same time learning more about tables, equations, and graphs. Use of the checking account and proper handling of money are taught, including correct methods of making change and calculating sales tax. The student also learns about credit in its many forms. 457 pages.

Book 5, Income Tax (1966) The emphasis of this book is on understanding procedures and following directions in filling out Income Tax Forms 1040 and 1040A. Some special problems in computing taxes are also covered. 440 pages.

Book 6, Insurance (1966) In this book the student improves his skills in working with graphs, per cents, and other rates while he learns about different types of insurance and social security. 359 pages.

Book 7, Investments (1966) Considerations involved in making sound investments and understanding the principles of interest and savings are covered in this book. Basic math skills through per cents are reinforced. 298 pages.

California Test Bureau, A division of McGraw-Hill

LESSONS FOR SELF-INSTRUCTION IN BASIC SKILLS: ARITHMETIC FUNDAMENTALS--Leo J. Brueckner--A series of programmed material using a branching format, wherein the student is given multiple choice questions. If he chooses the wrong answer he must work reinforcing frames which he does not work if he chooses the correct answer. Designed for anyone needing review in the specific areas covered. Teacher's manual is available. Students use Record Sheets. Booklets are available separately or boxed as a kit. Series A-B (1965) is for grade levels 3-4; C-D (1963) for grade levels 5-6; E-F (1963) for grade levels 7-8. Approximately 110 pages each.

Addition Series A-B, C-D, E-F
Subtraction Series A-B, C-D, E-F
Multiplication Series A-B, C-D, E-F
Division Series A-B, C-D, E-F

The Continental Press, Inc.

A NEW LOOK AT COMMON FRACTIONS (1965) Albert G.W. Schlegel--Designed for children but suitable for adults on Levels II and III.

Part 1--This book includes the concept of a fraction, changing fractions to lower or higher terms, mixed numbers, and improper fractions. It introduces addition and subtraction of fractions with like denominations.

Part 2--Addition and subtraction of fractions are covered in this book.

Part 3--Multiplication and division of fractions make up the work in this book.

In all three books there are occasional pages of verbal problems involving fractions. Each page contains a simple explanation of a concept together with sample problems, partially worked problems, and problems for the student to work on his own. 30 pages each.

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Continental Press, Inc. (continued)

A NEW LOOK AT DECIMALS (1966) Albert G. W. Schlegel--Designed for children but suitable for adults on Levels II and III.

The book covers the concept of decimal fractions, their relationship to common fractions, reading and writing decimals, and the four operations with fractions. There are occasional pages of verbal problems involving decimals. Each page contains a sample explanation of a concept together with sample problems, partially worked problems, and problems for the student to work on his own. 30 pages.

A NEW LOOK AT PERCENTAGE (1966) Albert G.W. Schlegel--Designed for children but suitable for adults on Level III.

This book covers the meaning of per cent and its relationship to fractions, decimals, and ratios. It includes lessons on topics which apply percentage, such as interest, per cent of increase and decrease, discounts, and commission. Each page contains a simple explanation of a concept, together with sample problems, partially worked problems, and problems for the student to work on his own. 30 pages.

Arthur C. Croft Publications, A Division of Vision, Inc.

WORKBOOK IN ARITHMETIC (1949) Emma L. Bright and Eva C. Mitchell--Designed for adults on Level I. Teacher's manual and answer book are available.

The aim of the book is to enable the student to achieve thorough mastery of those skills needed in everyday life. It covers counting, addition and subtraction of whole numbers and money, simple multiplication and division, with strong emphasis on money spending and other adult situations. The book emphasizes "thinking in arithmetic" rather than mere computation. Supplementary problems may be needed for additional drill on the fundamental operations. 66 pages.

### Educators Publishing Service, Inc.

ADVENTURES IN ARITHMETIC (1965) Richard H. Barnes--Designed for children but usable with adults. Teacher's key is available.

This is a series of six workbooks covering the traditional basic skills taught in grades 1 through 6. Some modern math terminology is used. Contains verbal problems as well as computation. Approximately 80 pages each.

### Fearon Publishers

MEASURE UP (1968) Charles H. Kahn, Sylvia K. Herring, and Robert Tong--Designed for special education students, but usable with adults on Level I. Teacher's manual and answer key are available.

The first half of the book details the use of the fuler in measurements. The last half features 15 sets of instructions which, if followed precisely, will result in drawing 15 pictures with the fuler. The student is not told what he is drawing, but by following directions he can soon see that he is making a fish, rooster, train, engine, rocket, airplane, etc. 60 pages.

MONEY MAKES SENSE (1960) Charles H. Kahn and J. Bradley Hanna--Designed for special education students, but usable with slow-learning adults on Level I. Teacher's manual and answer key are available.

Coins are identified and their relative value and making change are studied. Students add and subtract, and there is much repetition. Photographs of coins as well as other illustrations are used in problems. 140 pages.

USING DOLLARS AND SENSE (1963) Charles H. Kahn and J. Bradley Hanna--Designed for special education students reading at grade level 3 to 4. Usable with adults on Level I. Teacher's manual and answer book available.
(continued)

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Fearon Publishers (continued)

USING DOLLARS AND SENSE (continued)

The main theme of this book is handling money. The four operations are usid in problems involving making store purchases, understanding wages, raises, overtime pay, working out a budget, saving money, and planning for extra expenses. 136 pages.

Follett Publishing Company

FIGURE IT OUT (1965) Mary C. Wallace--Designed for adults. Although there are clear explanations of how to work problems, there are not many problems provided for practice. Instructor books available.

Book 1--All operations with whole numbers are covered. Suitable for students working on Level I or II who need a quick review of whole numbers. 64 pages.

Book 2--Fractions, decimals, and percentages are covered. For use on Level II or III. 80 pages.

Holt, Rinehart and Winston

ARITHMETIC (1963) Edward W. Brice--Suitable for use with adults on Level II. The answers are contained in the back of the book.

This book covers operations with whole numbers, fractions, and decimals. It requires a reading ability of at least 4th grade, even in the part dealing with very simple arithmetic. 262 pages.

Jack Hood School Supplies Co., Ltd.

CHECK AND DOUBLE CHECK (1962) Designed for children in grades 3-8, but usable with adults. An answer book is available. (continued)

Jack Hood School Supplies Co., Ltd. (continued)

CHECK AND DOUBLE CHECK (continued)

This is a series of six books intended to provide supplementary exercises in math. Each book contains the material ordinarily taught in the grade indicated on it. 120 pages each.

Laidlaw Brothers

LENNES ESSENTIALS OF ARITHMETIC (1964) N.J. Lennes and L.R. Traver--Designed for children in grades 3 through 8, but most problems are usable with adults. Progress tests and answer key are at the back of each book.

Books 3 & 4: Operations with whole numbers
Books 5 & 6: Operations with fractions and decimals
Book 7: Percentage and its applications
Book 8: Various topics including introduction to algebra, ratio, and proportion, formulas, and geometry.

One side of each page contains explanations and sample problems. The other side, which is detachable, contains problems with space for working them. 160 pages each.

McCormick-Mathers

COORDINATED CROSS-NUMBER PUZZLES (1969) William H. Crouch--Of interest to adults. Teacher's editions available.

This is a set of four books designed as practice in the basic operations with whole numbers through fractions, decimals, per cents, ratio, and proportion while working puzzles. There are some puzzles for all levels, verbal problems as well as strictly computation. 48 pages each.

McCormick-Mathers (continued)

MAKING MATHEMATICS PLAIN (1967) Rose and Ruth Weber--Intended for high school students in a terminal mathematics course, but could be used by adults on Level III. Answer key and test books are available.

This book provides a review of operations with whole numbers, fractions and decimals, and percentage, with application to such areas as banking, insurance, taxation, and installment buying. Also included are introductions to algebra and geometry. 224 pages.

THE NEW MATHEMATICS (1964) Rose and Ruth Weber--Written for 7th and 8th grade children, but suitable for use with adults on Level III. Answer key, teacher's manual, and test books are available.

Books 7 and 8--These are workbooks intended to be a basal text, with space allowed for working problems. They include topics from basic arithmetic treated from a modern approach. They assume no previous instructions in modern math, but only provide a review of operations with whole numbers, fractions, and decimals. 224 pages each.

McGraw-Hill Publishing, Webster Division

DECIMALS AND PERCENTAGE I AND II (1966) William Hauck--Suitable for use with adults on Levels II and III. Teacher's manual available.

A programmed set of two books--one on decimals and one on percentage. Completion of these two programmed books assures a rather complete and clear understanding of decimals, percentage, related concepts, and applications. 100 pages each.

FRACTIONS I, II, AND III (1966) William Hauck--A series of three programmed texts which are suitable for use with adults on Levels II and III. Teacher's manual is available. Approximately 100 pages each.

(continued)

McGraw-Hill Publishing, Webster Division (continued)

FRACTIONS I, II, AND III (continued)

*Fractions I--Understanding Fractions* covers the meaning of fractions, proper and improper fractions, mixed numbers, changing fractions to lower and higher terms, and comparing fractions.

*Fractions II--Basic Operations with Fractions* introduces the student to the four operations with fractions.

*Fractions III--Extended Operations with Fractions* treats largely factoring and finding prime factors, divisibility of whole numbers and finding lowest common multiples of whole numbers, and applying these concepts to reducing fractions, finding least common denominators, comparing fractions and performing operations with fractions.

**PROGRAMMED MATH FOR ADULTS**--Sullivan Associates--For levels I, II, and III. Instructor's guides, placement, achievement, and progress tests are available.

| | |
|---|---|
| Book 1 | *Basic Addition* (1965) |
| Book 2 | *Advanced Addition* (1965) |
| Book 3 | *Subtraction* (1965) |
| Book 4 | *Multiplication* (1965) |
| Book 5 | *Division* (1965) |
| Book 6 | *Fractions* (1966) |
| Book 7 | *Decimals* (1966) |
| Book 8 | *Measurement* (1966) |
| Book 9 | *Consumer Math* (1967) |
| Book 10 | *Personal Math* (1967) |
| Book 11 | *More Personal Math* (1968) |

This is a series of programmed books written especially for adults. Computation skills only are covered in these books. However, a second book containing verbal problems is available for each book 1 through 8. Approximately 100 pages each.

Noble and Noble

**ARITHMETIC WITH SETS** (Part of the Progressive Elementary Mathematics Series) (1963) Frank W. Banghart--Designed for children, but usable with adults. Available in hardback or paperback editions.
(continued)

Noble and Noble (continued)

ARITHMETIC WITH SETS (continued)

This programmed text teaches the four operations and basic fractions with sets. A red plastic "magic window" makes the answers visible when placed over the red color block beside each frame. 506 pages.

Raytheon Education Company

MATHEMATICS: MODERN CONCEPTS AND SKILLS. (1968) Clyde A. Dilley and Walter E. Rucker--The program is intended for junior high school students who have not been particularly successful in mathematics. It is suitable for adults on Level III. Teacher's editions are available.

Books 1, 2, 3--These hardback editions cover elementary school mathematics from a modern approach. Approximately 350 pages each.

Frank E. Richards, Publisher

ARITHMETIC THAT WE NEED (1966) Thomas J. Mooney--For use on Level II. Assumes a knowledge of operations with whole numbers.

This book is especially suitable for adults because of its many practacal applications of arithmetic. Some topics covered are measures, money, working with time, salaries, deductions, and discounts. 69 pages.

USEFUL ARITHMETIC (1968) John D. Wool--Suitable for adults at Level II. Assumes a 4th grade reading ability and knowledge of operations with whole numbers.

This book contains only practical applications of arithmetic of whole numbers and money. Most topics are related to consumer mathematics. 62 pages.

**Science Research Associates**

GREATER CLEVELAND MATHEMATICS PROGRAM (1969) Designed for children in K through 6, though some adults might not object to the presentations, especially on the upper levels. Teacher's manuals available.

Work pages and workbooks accompany the texts in this modern mathematics program which emphasizes concepts before operational skills are taught.

**Self-Taught Publications, Inc.**

EVERYDAY ARITHMETIC (1962) Franklin J. Johnson--For use on Level III.

This book is intended for adults who wish to review elementary arithmetic on their own. It contains explanations, examples and exercises, and tests with answers. 171 pages.

**Southwestern Publishing Company**

MATHEMATICS SKILL BUILDER (1960) Milton Briggs--Can be used with adults on Level III.

The purpose of this book is to help the student increase accuracy and speed in computation. It is a series of short, timed tests that increase in difficulty from simple addition combinations to percentage problems. Many problems are useful applications such as discounts, charge accounts, bank balance, figuring a payroll, and taxes. It has a unique way of scoring each exercise and a chart for recording progress. 154 pages.

It is accompanied by a Programmed Supplement under the same title (1965) to help the student understanc mathematical principles in preparation for textbook exercises. 138 pages.

## Steck-Vaughn

BASIC ESSENTIALS OF MATHEMATICS (1965) James T. Shea--Can be used on Levels II and III. Mastery tests available.

Part 1--reviews whole numbers, fractions and decimals. 96 pages.

Part 2--reviews percentage and its applications and covers miscellaneous topics such as measures, formulas, equations and ratios, and proportions. 96 pages.

THE MODERN PRACTICE BOOK IN ARITHMETIC: GENERAL MATH (1965) H. F. Alues, et all--Suitable for adults on Level III. Tests are available.

This is a workbook which contains a review of the mathematics learned in elementary school. 96 pages.

THE MODERN PRACTICE BOOK IN ARITHMETIC (1953) H. F. Alues, et al--Intended for children in grades 4 through 8. Books are not illustrated and few problems are childish. Tests are available.

| | |
|---|---|
| Book 4: | Whole Numbers |
| Books 5 & 6: | Fractions and Decimals |
| Books 7 & 8: | Percentage and Its Applications |

The books contain subject matter usually taught in the respective grades. 96 pages each.

WORKING WITH NUMBERS--James T. Shea--Intended for children in grades 4 through 8, but usable with adults. Tests are available.

| | | |
|---|---|---|
| Book 4 | (1957) | Whole Numbers |
| Book 5 | (1957) | Fractions and Decimals |
| Book 6 | (1956) | Review of first five books |
| Book 7 | (1952) | Percentage and Applications |
| Book 8 | (1953) | Various topics including ratio and proportion, formulas and geometry. |

The books contain subject matter usually taught in the respective grades. 128 pages each.

Steck-Vaughn (continued)

WORKING WITH NUMBERS, REFRESHER COURSE (1954) James T. Shea--Two mastery tests are available.

The four operations in whole numbers, fractions, decimals, per cents, ratio and proportion, and measurements are presented in this text which is nearly identical to BASIC ESSENTIALS OF MATHEMATICS, PARTS 1 and 2. 160 pages.

# MATHEMATICS KITS

## VI. Mathematics Kits

### Cenco Educational Aids

**PROGRAMED LEARNER** (1962) Alexander Schure--For students reading on Levels II and III.

Arithmetic I--Addition, Subtraction, Multiplication, and Division.

Arithmetic II--Fractions, Decimals, and Roman Numerals. Programmed material is printed on a long scroll and enclosed in a small cardboard box. Through holes in the top of the box, the student reads and answers each of about 500 frames, which he rolls forward or backward by means of small knobs. All problems are verbal or require some reading in order to know what is being asked. Concepts are presented before students are asked to work problems. Instructions for using the kit are presented on the scrolls.

### Science Research Associates

**COMPUTATIONAL SKILLS DEVELOPMENT KIT** (1965) Charles Proctor and Patricia Johnson--For students working at grade levels 6-9. Teacher's guide, student record sheets, and diagnostic tests are available.

Diagnostic tests produce information regarding computational weaknesses of students. Several copies of 165 different Exercise Cards provide work in computing in the discovered problem areas, covering the four operations in whole numbers, fractions, decimals, and percentages. Students write their answers through holes that have been cut in the cards, and find the correct answers printed on the flip-side of each card. Sixteen Reference Cards explain the processes involved in the problems in each section. A survey test and 16 progress tests make up the Student Record Books. This kit is designed to be used as supplementary material in the classroom.

# VII. SOCIAL STUDIES

Included in the social studies section are materials relating to the areas of geography, history, citizenship, economics, and anthropology.

## American Education Publications

**AFRICA--EMERGING NATIONS BELOW THE SAHARA** (1966) For students reading on Level III and above.

The geography of Africa as well as its cultural and political settings are the topics of this newsprint edition. Case studies followed by study questions are included. 47 pages.

**ANTHROPOLOGY IN TODAY'S WORLD** (1965) For students reading on Level III and above.

Cultural patterns are emphasized in this newsprint edition which includes case studies of many peoples and describes problems arising from differing cultures. Study questions follow the readings. 63 pages.

**CHANGING LATIN AMERICA** (1966) For students reading on Level III and above.

Subjects covered in this newsprint edition are the land, the people, and the political, economic, and religious institutions of Latin America. Case studies followed by study questions make up half the book. 47 pages.

**THE EARTH AND ITS STORY** (1966) Lou W. Page--For students reading on Level III and above.

Geology is the subject of this newsprint edition. Readings followed by questions cover such topics as different types of rocks and minerals, underground movement, weathering, and other processes going on regarding the earth's features. 47 pages.

**EXPLORING THE UNIVERSE** (1961) Allen Hynek--For students reading on Level III and above.

This newsprint edition (revised in 1968) describes what we know about the moon, sun, stars, planets--the whole universe--and explains some of what we are trying to learn abour outer space. Questions follow each reading section. 47 pages.

American Education Publications (continued)

**OUR POLLUTED WORLD** (1968) Thomas G. Rylesworth--For students reading on Level III and above.

Scientific background and problems involved in air and water pollution are described in this newsprint edition. Study guides follow each of three sections. 47 pages.

**PHYSICAL GEOGRAPHY** (1966) Mary V. Phillips--For students reading on Level III and above.

Land, sea, air, and life, and how they are related to one another is the topic of this newsprint edition. Students learn about earth movement, map reading, major climates, landforms, sails, natural vegetation, and water resources. Readings are followed by questions. 47 pages.

**SECRETS OF THE SEA** (1967) Howard J. Pincus--For students reading on Level III and above.

Reading selections followed by questions make up this newsprint edition on oceanography. Students learn how ocean research is carried on, and find out about resources of the sea, ocean currents, sea life, and other related subjects. 31 pages.

**WEATHER AND YOU** (1967) Willard L. Leeds--For students reading on Level III and above.

Numerous aspects of the weather as well as the work of the weatherman are described in this newsprint edition. Questions follow each reading selection. 47 pages.

American Oil Company

**AMERICAN TRAVELER'S GUIDE TO NEGRO HISTORY** (1963) For students on Levels II and III. Now available in limited quantities only.

Negro Americana is listed and described, state by state, in this illustrated guide to monuments and landmarks in our country. 58 pages.

**Behavioral Research Laboratories**

THE UNITED STATES CONSTITUTION (1964) Paul N. McCloskey, Jr.--For students reading on Level III and above. Teacher's manual and test booklet available.

This programmed text acquaints the student with the document itself, as well as the history surrounding the Constitution. 291 pages.

**Channing L. Bete Company, Inc.**

THE LAW AND YOU (1966) For students reading on Level III.

Cartoon illustrations and large print are used in these brief descriptions of citizen involvement with the law. A few of the areas touched on are marriage and divorce laws, parent and child laws, wills, contracts, types of crimes, crime prevention, rights of arrested persons, etc. 15 pages.

WHAT EVERYONE SHOULD KNOW ABOUT THE AMERICAN ECONOMY AND ITS PROBLEMS (1965) For students on Level III.

Brief descriptions of our economic system and its problems, and how this affects different aspects of our lives are given in this cartoon illustrated booklet. Some of the areas treated are the free market system in Democracy, gross national product, national resources, labor force, capital, management, the government in economics, and others. 15 pages.

WHAT EVERYONE SHOULD KNOW ABOUT THE CONSTITUTION OF THE UNITED STATES OF AMERICA (1960) For students reading on Level III.

Some historical background of the Constitution and the complete text of the document, plus notes, are given in this cartoon illustrated booklet. 24 pages.

Channing L. Bete Company, Inc. (continued)

WHY VOTE? (1958) For students on Levels II and III.

Emphasis is placed on why and how to vote in this cartoon illustrated booklet, Active participation in all phases of an election is urged. 15 pages.

YOU AND YOUR FLAG (1960) For students on Levels II and III.

This little red, white, and blue booklet gives the meaning of the flag, something of the history of our flag, and then describes when and how to display it. 15 pages.

California Migrant Ministry

MY CITIZENSHIP BOOK--Ruth P. Ryder--For students on Levels I and II.

This book was designed to help the foreign born understand American citizenship, especially in California. It describes such things as our flag, local, state, and federal government, and some American historical notes and biographies. 55 pages.

Denoyer-Geppert Company

AMERICAN ECONOMICS (1963) George H. Seymour--For students on Level III. Accompanying charts available.

Sixteen aspects of our economy are discussed and illustrated in chart form in this manual. Some topics covered are supply and demand, credit and its uses, how checks are used, inflation, standards of living, labor unions, and others. 40 pages.

Denoyer-Geppert Company (continued)

OUR UNITED STATES (1965) Edgar B. Wesley--For students on levels II and III. Maps also available in wall size. Related charts available.

This 8 1/2 x 11 inch book traces the history of our country in maps, beginning with the spread of Western Civilization and ending with world political geography of 1966. A calendar of events from the year 1000 to 1966 is included. 96 pages.

SWEET LAND OF LIBERTY (1966) Francis L. Bacon--For students on Level III. Also available in chart form (44 x 32 inches).

An 8 1/2 x 11 inch book containing reproductions of the 24 wall charts and explanations that make up the OUR DEMOCRACY series. The books do for the individual what the wall charts do for a group. The growth of our democratic nation is traced from the 11th century to the present. 24 pages.

VISUAL-RELIEF ATLAS OF WORLD CONTINENTS (1966) For students on Levels II and III.

This is an 8 1/2 x 11 inch atlas containing colorful maps of the world, North, South, and Middle Americas, the United States, Europe, Asia, U.S.S.R., Africa, and Australia. 32 pages.

WESLEY'S STUDY GUIDE (1950) Edgar B. Wesley et al--For students on Level III.

This is a two part series of American history study lessons involving a great deal of map work. It is designed to be used with wesley's OUR AMERICA series of maps. 80 pages.

Fearon Publishers

TO BE A GOOD AMERICAN (1965) Margaret W. Hudson and Anna A. Weaver--For students reading at grades 3-4 level. Designed for special education students, but usable with adults. Teacher's manual and answer book available. 32 pages each.

Book 1--In Your Family--This book is designed to acquaint the student with the family unit and his place in it.

Book 2--In Your Community--In this book the student is shown the functions of the community and his place in it as a citizen.

Book 3--In Your State--State government and how it works is described in this book, as well as the role of the citizen in the state.

Book 4--In Your Country--The Constitution and the three branches of the federal government are discussed here.

YOU AND YOUR WORLD (1962) Willeta R. Bolinger--Grade 2 reading level. Designed for special education students, but parts are usable with adults on Level I. Teacher's manual available.

The role of the student in his family, school, neighborhood, city, county, state, country, continent, and world is described here, as these different units are covered from a social studies standpoint. 118 pages.

Follett Publishing Company

AMERICAN HISTORY STUDY LESSONS (1963) Jack Abramowitz--7-9th grade reading level. Instructor's guide, answer key, and unit tests available.
(Continued)

Follett Publishing Company (continued)

AMERICAN HISTORY STUDY LESSONS (continued)

Unit 1--From Colonial Times to Independence
Unit 2--The Constitution
Unit 3--The Growing Nation: 1789-1840
Unit 4--Change and Crisis in American Life: 1800-1861
Unit 5--The Civil War and Reconstruction
Unit 6--Changing America Since 1865
Unit 7--American Politics: 1865-1960
Unit 8--American Foreign Policy
Unit 9--Problems of American Democracy

Each of these nine books treats its topic with numerous short lessons consisting of a vocabulary study, preview of the reading purpose, a short reading, and a comprehension review. Approximately 75 pages each.

READING FOR A VIEWPOINT (1966) J. B. Adair and Robert L. Curry--5-8th grade reading level. Instructor's book available.

This book was designed to improve students' reading and language skills as they learn about United States history. It begins with the discovery of the New World and covers 35 topics in our history up to our world responsibilities after World War II. Word recognition and reading comprehension skills are emphasized, as well as vocabulary development and some grammar. Readings are followed by exercises. 191 pages.

STUDY LESSONS IN CIVICS (1969) Grant T. Ball and Lee J. Rosch--For students reading at Levels II and III.

Unit 1--Politics, Citizenship, and Government
Unit 2--Constitution and Your Rights
Unit 3--The Federal Government
Unit 4--State and Local Government
Unit 5--Political Parties and Elections
Unit 6--Our Economy and the Government
Unit 7--Our Society and the Government

(continued)

Follett Publishing Company (continued)

STUDY LESSONS IN CIVICS (1969) (continued)

Reading difficulty begins at about grade five in the first of these seven books, and increases somewhat throughout the series. Lessons consist of a short reading, vocabulary and comprehension studies, plus a vignette which heightens interest in the topic of the reading. A good deal of current material is used. Approximately 75 pages each.

STUDY LESSONS IN MAP READING (1965) Kenneth Job and Lois Weiser--5-8th grade level. Teacher's manual, unit tests, and answer key available.

This is a sequential approach to map reading. Short reading selections are preceded by vocabulary studies and stated purposes, and are followed by study questions and practical applications with maps. 95 pages.

STUDY LESSONS IN OUR NATION'S HISTORY (1964) Jack Abramowitz--For students reading at the 4-6th grade level. Instructor's guide, answer key, and unit tests available.

Unit 1--How America Became a Nation
Unit 2--The New Nation is Launched
Unit 3--The Growing Spirit of the Nation
Unit 4--The Expansion of the American Nation
Unit 5--The Civil War Divides the Nation
Unit 6--Building a Great Nation
Unit 7--The Foreign Policy of the American Nation
Unit 8--Living in Today's World

This series of eight books consists of numerous short lessons, each one including vocabulary study, the reading purpose, a short reading, and comprehension exercises. Approximately 75 pages each.

STUDY LESSONS ON DOCUMENTS OF FREEDOM (1967) Jack Abramowitz--Grade 6-9 reading level. Instructor's guide, unit tests, and answer key available.
(Continued)

Follett Publishing Company (continued)

STUDY LESSONS ON DOCUMENTS OF FREEDOM (continued)

The Declaration of Independence, The Constitution, and the Bill of Rights are printed here with notes, and then 26 short lessons present the main ideas necessary to understanding the documents. Vocabulary studies, reading purpose, and comprehension checks accompany the reading for each lesson. 144 pages.

WORLD HISTORY STUDY LESSONS (1966) Jack Abramowitz--Reading level grades 6-9. Instructor's guide, unit tests, and answer key available.

Unit 1--The Ancient World and the Middle Ages
Unit 2--From the Middle Ages to Modern Times
Unit 3--The Rise of Democracy
Unit 4--The Industrial Revolution
Unit 5--The French Revolution and Napoleon
Unit 6--The Expansion of Democracy
Unit 7--Nationalism and Imperialism
Unit 8--From World War I to World War II
Unit 9--The World Since 1945

The topics of these nine books are dealt with in numerous short lessons made up of a reading with vocabulary studies, the reading purpose, and comprehension checks. Approximately 75 pages each.

Holt, Rinehart and Winston, Inc.

AMERICAN HISTORY (1964) George D. Crothers--For students reading at upper Level II and Level III.

Nineteen chapters cover the major events in our nation's history from its discovery to the year 1962. Review activities follow each chapter. There are a few maps, no other illustrations. 243 pages.

## Holt, Rinehart and Winston, Inc. (continued)

INTRODUCTION TO GEOGRAPHY (1964) Saul Israel--For students on Level III.

World geography is the topic of this book. Review questions follow each reading chapter, with the answers at the back of the book. Nine black and white maps provide the only illustrations. 420 pages.

## McCormick-Mathers Publishing Company, Inc.

GLOBAL CULTURE SERIES (1967) Kimball Wiles, editor--Designed for grade school children, but usable with adults on Level II. Teacher's manual available.

The Story of India
The Story of Thailand
The Story of Laos
The Story of Indonesia
The Story of Afghanistan
The Story of Pakistan
The Story of France
The Story of Italy
The Story of Scandinavia
The Story of Russia
The Story of Australia
The Story of New Zealand
The Story of East Africa
The Story of West Africa
The Story of Liberia
The Story of Samoa
The Story of The Philippines
The Story of Korea
The Story of China
The Story of Chile

Each of these books gives something of the history, the geography, the cultural development, and present status of the country in its title. Photographs and maps illustrate. Approximately 135 pages each.

## McGraw Hill Book Company

MISSOURI--THE SIMPLIFIED CONSTITUTION (1965) For Level III students.

This book prints the text of the Missouri Constitution with accompanying explanatory notes. 76 pages.

McGraw Hill Book Company (continued)

OUR CONSTITUTION AND WHAT IT MEANS (1965) William Kottmeyer--For students on Level III. Test and answer key available.

The text of the United States Constitution along with historiecal background notes and a simplified version of the text. Discussion questions follow each of the first five articles. 56 pages.

National Education Association

TEACHING SOCIAL LIVING SKILLS (1968) Designed for adults. Could be used on any A.B.E. Level. Teacher's manual available.

Practical Government Packet includes lesson plans for ten lessons, corresponding worksheets for readers and non-readers, transparency masters, filmstrips with narration on tapes, and 25 copies of plastic phonograph records for students to take home for their families to hear. Materials emphasize local government, but also touch on state and federal governments. The student's part in his community is highlighted.

New Readers Press

OUR UNITED STATES (1965) For adults reading at about 4th grade level.

A series of one-page articles about each of the states and our territories makes up this book. The articles originally appeared in NEWS FOR YOU weekly newspaper and are illustrated with maps and photographs. 76 pages.

New Readers Press (continued)

TROUBLE AND THE POLICE (1963) Nicholas Titus and Negash Gebremariam--For Levels I and II students.

Through dialogue, commonly-known offences and the process of making arrests are described in an effort to show our police in a favorable light. Citizen's rights are mentioned. 23 pages.

Regents Publishing Company

THE U.S.A. READERS --Designed for adults.

Book 1--The U.S.A.--The Land and The People (1959) Robert J. Dixson--1200 word vocabulary range. 165 pages.

Book 2--The U.S.A.--Men and History (1960) Robert J. Dixson and Herbert Fox--1600 word vocabulary range. 162 pages.

Book 3--The U.S.A.--Men and Machines (1968) Rachael L. Chapman--2400 word vocabulary range. 186 pages.

Book 4--The U.S.A.--Customs and Institutions--In Preparation

Readings are followed by comprehension and discussion questions as well as vocabulary drills.

Frank E. Richards Company

FINDING OURSELVES (1964) Eileen L. Corcoran--Suitable for adults reading on Level II.

A colorful and thorough book covering map reading skills. Work is on local city maps, state maps, and maps of the United States. 42 pages.

## VII. Social Studies

### St. Louis Public Schools

WE ELECT! (1965) Designed for students in St. Louis Public Schools. Usable with adults on Levels II and III.

Numerous photographs and drawings illustrate this practical book on St. Louis government, elections, and political organizations. Students learn how to carry out their role as citizens. 227 pages.

### Steck-Vaughn Company

HOLIDAYS AND HISTORY (1967) Carol Hoff--5-6th grade reading level.

The origins of nineteen of our nation's holidays are studied in this collection of readings. No exercises or illustrations are included. 154 pages.

LIFE. . .WORKTEXT SERIES (1965) George W. Hoffman, et al--Designed for children but usable with adults. Teacher's editions and tests available.

Life Near and Far--Grade 3--An introduction to geography, including reading maps and globes, weather and climate, the earth and its environment. 96 pages.

Life in Different Lands--Grade 4--A continuation of the first book with additional emphasis on different areas of the world. 111 pages.

Life in the Americas--Grade 5--Geography concepts are studied again, with the spotlight this time on North, Central, and South America. 144 pages.

Life in Lands Overseas--Grade 6--More geography, with special interest on Europe, Russia, Southwest Asia, the Orient, areas of the Pacific, and Africa. 164 pages.

Steck-Vaughn Company (continued)

MY COUNTRY (1964) Edwin H. Smith and Florence R. Lutz--Designed for adults reading at a 3-4th grade level. Teacher's manual available.

Short readings covering a number of topics relating to the United States are followed by written exercises and word studies. 96 pages.

OUR DEMOCRACY (1965) Mary E. Portwood and Thomas B. Portwood--Designed for students at the 7-9th grade level.

This is a United States government workbook meant to be used in conjunction with any government textbook. 128 pages.

OUR NATION (1962) Thomas B. Portwood and Mary E. Portwood--For students on a 7-8th grade level.

This American history worktext was designed for use with any U.S. history textbook. It briefly covers the span from the early explorations to the space age. 144 pages.

OUR UNITED STATES (1963) Thomas B. Portwood and Mary E. Portwood--For students on a 5-6th grade reading level.

A United States history worktext meant for use with any beginning U.S. history textbook. It begins with the early explorations of our country and ends with a section on the space age. 128 pages.

United States Government Printing Office

BECOMING A CITIZEN SERIES--Reading levels I and II. Teacher's manual available.
(continued)

United States Government Printing Office (continued)

BECOMING A CITIZEN SERIES (continued)

Book 1--Our American Way of Life (1965) 105 pages
Book 2--Our United States (1967) 118 pages
Book 3--Our Government (1967) 137 pages

These citizenship texts are designed to help the foreign born become good citizens of the United States. Our history and government are described, and students are informed about obtaining United States citizenship.

Franklin Watts, Inc.

THE FIRST BOOK ATLAS (1960) For students on Levels II and III.

Fifty maps from around the world make up this Hammond Atlas. Some explanations are included. 96 pages.

# SOCIAL STUDIES KITS

## VII. Social Studies Kits

### Educational Developmental Laboratories, Inc.

STUDY SKILLS LIBRARY--Designed for children, but usable with adults. Student work sheets available.

Kits CC, DD, EE, FF, GG, HH--For reading levels 3 through 8.

Ten cards in each kit present ten readings in the area of social studies. Exercises following each selection are designed to improve reading skills. Students write on work sheets and score their own answers.

### Science Research Associates

DIMENSIONS IN READING SERIES--Of interest to adults. Teacher's manuals and answer keys available.

An American Album--Reading levels 3.0 to 8.9. People and events in United States history from Columbus to Kennedy are topics for the 300 short stories (50 on each of six reading levels) that make up this kit. Many of the readings involve little-known incidents and ordinary men and women that make the story of our country interesting. Separate cards contain one story plus comprehension questions.

Manpower and Natural Resources--Reading levels 4.0 to 11.9. The material in this kit was designed to appeal mainly to men, with stories covering such topics as job skills (welding, carpentry, etc.) conservation and natural history. Three hundred separate cards hold the 300 stories and the comprehension checks following each.

# VIII. SCIENCE

## VIII. Science

### Follett

**STUDY LESSONS IN GENERAL SCIENCE (1968) Jesse Gross and Seymour Kopilow--Grades 5-8 reading level. Teacher's manual and unit tests available.**

*Unit 1--Introduction to Matter and Energy*
*Unit 2--Living Things*
*Unit 3--Taking Care of Ourselves*
*Unit 4--The Earth and its Neighbors*
*Unit 5--Substances Around Us Change*
*Unit 6--Work and Energy*
*Unit 7--The Earth and its Atmosphere*
*Unit 8--How Life is Maintained*

These eight books are made up of short readings, each of which is accompanied by vocabulary and comprehension exercises. A few experiments are suggested. Approximately 75 pages each.

### Reader's Digest Services, Inc.

SCIENCE READERS--Franklyn M. Branley

| | | |
|---|---|---|
| Green Book | (1963) | Grade 3 reading level |
| Orange Book | (1964) | Grade 4 reading level |
| Blue Book | (1961) | Grade 5 reading level |
| Red Book | (1962) | Grade 6 reading level |

These books contain articles on science adapted from the Reader's Digest magazine. They are appealing to any age group. Most articles are followed by discussion questions and/or suggested activities. The books can be used to teach science or as supplementary reading material. Approximately 145 pages each.

### Steck-Vaughn Company

BASIC SCIENCE FOR LIVING--Jewel Varnado--Suitable for adults reading at 7-9th grade level. There is a separate grading chart for each book.
(continued)

Steck-Vaughn Company (continued)

BASIC SCIENCE FOR LIVING (continued)

Book 1 (1965) Readings in earth science and life science are followed by exercises. 104 pages.

Book 2 (1966) Physical science is covered in this book. Exercises follow the readings. 96 pages.

# SCIENCE KITS

## VIII. Science Kits

### Cenco Educational Aids

PROGRAMED LEARNER (1962) Alexander Schure--For students on Level III.

Science II--Force and Energy
Other titles available

Programmed material is printed on a long scroll and enclosed in a small cardboard box. Through holes in the top of the box, the student reads and answers each of about 500 frames, which he rolls forward or backward by means of small knobs. All problems involve reading. Instructions for using the kit are presented on the scrolls.

### Educational Developmental Laboratories, Inc.

STUDY SKILLS LIBRARY--Designed for children, but usable with adults. Student work sheets available.

Kits C, D, E, F, G, H--For reading levels 3 through 8. Ten cards in each kit present ten readings in the area of science. Exercises following each selection are designed to improve reading skills. Students write on work sheets and score their own answers.

# IX. JOB ORIENTED MATERIALS

Argyle Publishing Corporation

SUCCESSFUL RETAIL SALESMANSHIP (1967) John W. Blyth and Millicent Alter--Designed for distributive education classes at about 7th grade reading level. Teacher's manual available.

A programmed instruction course for anyone who intends to become or is a salesperson. Supposedly has been proved successful in training store employees in the GENESCO system. 90 pages.

Channing L. Bete Company, Inc.

QUALITY AND YOU (1967)--Suitable for adults on Levels II and III.

An interesting cartoon-illustrated booklet emphasizing the importance of ONE MAN on any job. 15 pages.

Fearon Publishers

GETTING A JOB (1966) Florence Randall-Grade 3-4 reading level. Teacher's manual available.

A very practical guide to finding a job, setting up and conducting oneself at a job interview, filling out application forms, and understanding desirable work habits. Numerous job types are outlined. Illustrated with photographs. 90 pages.

Follett Publishing Company

ACCENT/JOB AND JOB MODELS--This material is on a 5-6th grade reading level. It was designed to help students improve in the basic skills, though the subject matter is job oriented. Instructor's books are available. 32 pages each. (continued)

Follett Publishing Company (continued)

ACCENT/JOB AND JOB MODELS (continued)

Retail Salesclerk: Yardgoods (1967) Students learn to fill out sales slips, returned merchandise slips, transfer slips and to read sales tax and yardage price charts, as well as how to figure their own sales records and commissions.

Paycheck (1967) Students learn how gross pay and deductions are computed. Federal income tax forms are introduced.

Service Station Attendant (1968) Such things as operating a cash register, computing sales tax, making change, and filling out work orders and credit card invoices are covered in this book.

ACCENT/THE WORLD OF WORK--Beatrice F. Dare and Edward J. Wolfe--Reading level 3-4 grade. Instructor's book available. Approximately 30 pages each.

You and Your Occupation (1966) contains three lessons on choosing a career. Each lesson consists of discussion questions, vocabulary exercises, a reading, and exercises and activities based on the reading.

You and Your Pay (1967) contains three lessons on paychecks and budgeting. Each lesson consists of a reading, discussion questions, vocabulary exercises, and activities based on the reading.

Getting That Job (1966) contains three lessons on how to go about finding a job. Each lesson consists of discussion questions, vocabulary exercises, a reading, and exercises and activities based on the reading.

Keeping That Job (1967) contains three lessons on important things to remember and to do when working on a job. Each lesson consists of discussion questions, vocabulary exercises, a reading, and exercises and activities based on reading.

TURNER CAREER GUIDANCE SERIES (1967) Richard H. Turner--Reading level at 5-6th grade.
(continued)

Follett Publishing Company (continued)

TURNER CAREER GUIDANCE SERIES (continued)

Book 1--Wanting a Job
Book 2--Training for a Job
Book 3--Starting a Job
Book 4--Looking for a Job
Book 5--Holding a Job
Book 6--Changing a Job

A series of short readings followed by a variety of exercises designed to acquaint students with the world of work. 48 pages each.

UNDERSTANDING THE AUTOMOBILE (1965) John H. Beck--Suitable for students reading at 6-7th grade level. Supposedly designed for MDTA programs. Answer key available.

This book explains how an automobile operates by detailing its nine basic systems. Includes numerous technical drawings. 85 pages.

VOCATIONAL READING SERIES (1965) Lillian Lerner and Margaret Moller--Written at a 4th-6th grade reading level. Teacher's manual and answer key available.

Marie Perrone, Practical Nurse
The Delso Sisters, Beauticians
John Leveron, Auto Mechanic
The Millers and Willie B., Butcher, Baker, Chef
Helen Greene, Department Store Worker
Anita Powers, Office Worker

The six books in this series are designed to help teen-agers and young adults find out more about jobs and the world of work. Each contains a story about a young man or woman in a particular occupation, with exercises at the end of each chapter. 96 pages each.

Holt, Rinehart and Winston, Inc.

HOW TO GET ALONG ON THE JOB (1966) William M. Cooper and Vivian C. Ewing--For students on Level II.
(continued)

Holt, Rinehart and Winston, Inc. (continued)

HOW TO GET ALONG ON THE JOB (continued)

Thirty-eight short readings which describe job situations are included in this book. Students review the problems stated in the readings and work out solutions that would lead to getting along on the job under those circumstances. 133 pages.

McGraw-Hill Book Company, Gregg Division

OPPORTUNITY KNOCKS SERIES (1968) Margaret Andrews--Designed for teen-agers reading on Level III. Photographs and drawings illustrate.

The Job You Want--Guidance in selecting, getting, and keeping a job is given in this book. Extensive readings are followed by study guides. 154 pages.

About Her--This book for girls emphasizes grooming and appearance, health, personality, and behavior, and how they affect the well-being of an individual. 138 pages.

About Him--The same topics are covered in this book as in About Her, but are slanted toward boys. 154 pages.

You Said It -- Scheduled for
You Pay for It-- publication at a
It's Up to You-- later date.

WHAT JOB FOR ME?--Written on a 4th-5th grade reading level. Designed for teenagers and young adults.

Charley the TV Repairman (1966) Stan Anton
John the Second Best Cook in Town (1966) Myra Appleton
Pete the Service Station Attendant (1966) Burton Goodman
Nick the Waiter (1966) Norman Borisoff
Joe the Retail Salesman (1966) Laurence Swinburne
Judy the Waitress (1966) Jean Kipniss
Frank the Vending Machine Repairman (1967) Bob Asherman
(continued)

McGraw-Hill Book Company, Gregg Division (continued)

WHAT JOB FOR ME? (continued)

Betty and Her Typewriter (1967) Tom Lawson
Ginny the Office Assistant (1967) Cynthia Chase and Pat Elmore
Carmen the Beautician (1967) Norman Borisoff
Cool It, Man! (Refrigerator Repairman) (1967) Stan Anton
Phil the File Clerk (1967) Dale Wright
Tom the Merchant Seaman (1967) Bronson Dudley
Timo the Draftsman (1967) Martin Hamer
Sandy the Lineman (1967) Jim Olsen
Keep It Clean (Dry Cleaning Assistant) (1967) Charles Eisendrath
Burt the Policeman (1968) Burton Goodman
Ned the Taxicab Driver (1967) Norman Borisoff

Each book contains a story about a young man or woman in a particular occupation. The readings and exercises which follow are developed to help students discover more about jobs and the world of work. 48 pages each.

YOUR JOB AND YOUR FUTURE (1968) Jim Olsen--For Level II and III readers. Somewhat geared to teen-agers.

Book I-60 pages
Book II-62 pages

These two workbooks describe how to get and keep a job and briefly discuss a number of job areas. Short readings are followed by reading and vocabulary exercises.

New Readers Press

HOW TO FIND A JOB (1963) Roger Francis and Sam Iftikhar--Suitable for adults reading at Level II.

Seeking and applying for a job is the topic of this booklet. An application form is included. 24 pages.

Oxford Book Company

YOU, YOUR JOB, AND CHANGE (1968) Reva Green, et al--Designed for adults reading at Level II.

Contents of this practical book emphasize self-appraisal, finding, getting, and keeping a job, and adjusting to a world of change. Includes amusing cartoon illustrations. 74 pages.

Frank E. Richards, Publisher

GETTING AND HOLDING A JOB (1966) Bernard Schneider--Designed for young adults reading on Level II.

Practical suggestions for getting and keeping a job are made in this book, with many aids regarding reading ads, filling out forms, understanding salaries, fringe benefits, payroll deductions, and unions. 60 pages.

I WANT A JOB (1964) Margaret W. Hudson and Ann A. Weaver--Written for students reading at Level II. Designed for the person who is new to the world of work.

Beginning with obtaining a birth certificate and social security card, this book contains helpful information on getting and keeping a job. Includes many forms to fill out. 36 pages.

ON THE JOB (1965) Margaret W. Hudson and Ann A. Weaver--Designed for adults reading on Level II.

This book suggests ways for one to be a reliable and effective worker. 34 pages.

Steck-Vaughn Company

A JOB FOR YOU (1967) Phyllis Dubnick--For students reading at 5-6th grade level. (continued)

Steck-Vaughn Company (continued)

A JOB FOR YOU (continued)

A series of readings explains how to locate and secure a job, plus helpful job training information. 113 pages.

THEY WORK AND SERVE (1967) Bill Knott--For adults on a 4-5th grade reading level.

This book includes eleven stories involving people in different types of jobs, designed to show the worth of the individual in any honest job. 151 pages.

U.S. Department of Labor

HOW TO PREPARE YOURSELF FOR JOB INTERVIEWS

A 4 x 5 inch pamphlet containing hints on appearance and conduct during a job interview. 7 pages.

U. S. Government Printing Office

BILL DAVIS GETS A SOCIAL SECURITY CARD (1963) For Level I readers.

A farm hand named Bill gets a social security card and learns how to use and care for it. 13 pages.

JOE WHEELER FINDS A JOB AND LEARNS ABOUT SOCIAL SECURITY (1967) For upper Level I readers.

Joe moves to the city, gets a job and a social security card, is replaced by a machine at work, and discovers that he can get an education and job training which help him get a better job. Completion questions and word studies are a part of this newsprint edition. 23 pages.

U.S. Government Printing Office (continued)

A SOCIAL SECURITY CARD FOR YOU (1963) Designed for the American Indian reading on Level I.

How and why to obtain and use a social security card are explained in this booklet. 13 pages.

# JOB ORIENTED MATERIALS KITS

Behavioral Research Laboratories

WHY WORK SERIES (1966) Gordon Lish--Most selections are on a 2-5 grade reading level. Designed for teen-agers. Teacher's manual and tape recording available.

This kit, designed to show the value of work, consists of 21 short readings written by current American fiction writers from a variety of ethnic and economic backgrounds with which many ABE students can identify. Twelve of the selections are recorded on tape by the authors. Readings are followed by comprehension exercises. There are 30 copies of each reading.

Science Research Associates

OCCUPATIONAL EXPLORATION KIT--Designed for high school students, but usable with Level III ABE students. Teacher's manual and student record books available.

Through using a unique coding device, each student is directed to those of the 400 occupational briefs likely to be of most interest to him. References for additional information are listed for each. Job family booklets help give a better picture of relationships of jobs to each other.

## X. FAMILY LIFE AND DAILY LIVING

Materials covered in this section include information that we use in everyday living, covering such topics as money management, consumer education, homemaking, health and safety, personality, manners, insurance, and driver education.

## X. Family Life and Daily Living

**Behavioral Research Laboratories**

AMERICAN HEALTH AND SAFETY SERIES--For students on Level III and above. Teacher's manuals and test booklets available.

Body Structure and Function (1966) B. Haller Igel--272 pages.
First Aid (1964) B. Haller Igel and Dorris H. Calloway --215 pages.
Nutrition (1964) B. Haller Igel and Dorris H. Calloway --215 pages
Personal Health (1966) B. Haller Igel--112 pages.
Prevention of Communicable Disease (1965) B. Haller Igel--120 pages.
Safety (1964) LeRoy Bolden, Jr.--129 pages.

These programmed texts present thorough treatment of the title topics.

**Channing L. Bete Company, Inc.**

DO YOU FEEL GOOD (1963) For students on Levels II and III.

This interesting little scriptographic booklet makes the point that physical fitness is necessary to a happy productive life. It urges regular medical check-ups, the proper amount of rest and sleep, diversions to prevent boredom, maintaining the proper weight, and appropriate exercise. 15 pages.

MORE FOR YOUR MONEY (1961) For students on Levels II and III.

Tips on budgeting and how to get the most for your money are presented in this scriptographic booklet. 15 pages.

WHAT EVERYONE SHOULD KNOW ABOUT FIRST AID (1962) For students on Levels II and III.

(continued)

Channing L. Bete Company, Inc. (continued)

WHAT EVERYONE SHOULD KNOW ABOUT FIRST AID (continued)

This booklet shows, in scriptographic style, emergency actions to take to stop bleeding, restore breathing, treat someone who has swallowed poison, been burned, broken a bone, or maintained a sprain, bruise, or muscle strain. Notes on moving injured people and treatment for shock are given, as well as a list of first aid supplies necessary for the home. Taking a course in first aid is suggested. 15 pages.

WHAT EVERYONE SHOULD KNOW ABOUT PHYSICIANS (1956) For students on Levels II and III.

Designed to make trips to the doctor less traumatic occasions, this scriptographic booklet briefly explains how physicians are trained, what some of the standard tests are for, what the doctor has in his black bag, and what certain medical specialists do. Finally, students are given procedure for choosing a family doctor and are urged to do so and to visit him regularly. 15 pages.

California Migrant Ministry

CALIFORNIA MIGRANT MINISTRY SERIES--Dorothy Y. Gobles--For Level II students.

Driver Education--Getting and keeping a driver's license, traffic laws, financial responsibility, vehicle registration, safe driving tips, and a sample driver's license test are covered in this book designed for use in California. 65 pages.

Good Health for You and Your Baby--Pre-natal care, preparing for the baby, having the baby, post-natal check-ups, and caring for the baby are described in this book. 46 pages.

You and Your Money--Money management and buying on credit are the topics of this book. Four readings are followed by student exercises. Large print is used. 60 pages.

## Fearon Publishers

PLANS FOR LIVING: YOUR GUIDE TO HEALTH AND SAFETY (1965) Margaret W. Hudson and Ann A. Weaver--For students at about grade 3 reading level. Designed for children in special education classes, but usable with slow learning adults. Teacher's manual available.

Suggestions for keeping a healthy body and mind are given here, as well as a section on safety rules. Readings are followed by student exercises. 58 pages.

## Follett Publishing Company

ACCENT/CONSUMER EDUCATION (1968) Herbert W. Bohlman and Edna M. Bohlman--Reading level 7-9. Instructor's guide available. Material designed for adults. Reading units are followed by study exercises.

Knowing How to Budget and Buy--Important details of money management are covered in a practical and interesting way. 48 pages.

Insuring Your Life, Income, and Property--Comprehensive presentations covering types of insurance, policies, and rates. 48 pages.

Social Insurance--A thorough and understandable study of Social Security, including OASI, Disability Insurance, Hospital and Medical Insurance, Workmen's Compensation and Unemployment Compensation. 48 pages.

The Law for You--Publication pending

Understanding Consumer Credit--Enlightening descriptions of the advantages and disadvantages of different types of credit buying and cash loans. Also discusses cautions to be aware of. 46 pages.

Investing Your Savings--An investigation of different ways to invest ones savings, presented in a thorough and clear manner. 48 pages.

Follett Publishing Company (continued)

ACCENT/FAMILY FINANCES (1968) Herbert W. Bohlman and Edna M. Bohlman--Reading level grades 5-6. Instructor's guide available. Material designed for adults. Study exercises, mostly involving math, follow the readings.

Containers--A very useful demonstration of the differences in various types of packaging, with instructions for comparing prices in order to get the most for the money. A detachable wheel can be taken to the store to figure price per ounce. 31 pages.

On Your Own--An account of a young adult who learns to handle her own finances. She explores her role in banking, renting, credit plans, and working out a budget. 32 pages.

Head of Household--A young woman learns to handle her financial responsibilities as head of a household. 32 pages.

Family of Five--A low-income family supplements their income when the wife takes a job to cover extra expenses. Arising financial adjustments are discussed. 32 pages.

Just Married--In an effort to understand money management, newlyweds learn about checking accounts, installment buying, budgeting, loans, revolving charge accounts, and take home pay. 32 pages.

ACCENT/PERSONALITY--Beatrice F. Dare and Edward J. Wolfe--Grades 3-4 reading level. Instructor's book available.

You and They (1965)
You and Your Needs (1965)
Taking Stock (1966)
You Are Heredity and Environment (1965)

Although these books are made up of readings followed by student exercises, the emphasis is on class discussions. How people are alike and different, what makes up personality, what are some of our physical and emotional needs, and desirable and undesirable personality traits are some of the topics. 23 pages each.

Follett Publishing Company (continued)

TURNER-LIVINGSTON READING SERIES (1962) Richard H. Turner--Grade 5-6 reading level. Designed for teenagers. Teacher's manual available. Readings are followed by comprehension and vocabulary exercises. 48 pages each.

The Person You Are--Crystal and her friends examine personality traits, self acceptance, understanding others, and teen-age concerns such as dating, poor complexions, and goals.

The Money You Spend--Stories in this book involve Rocky and his friends, and their efforts at budgeting and money management.

The Family You Belong To--Curt and Roxanne learn about family relationship and responsibility.

The Jobs You Get--In these stories Chris and Elaine are involved in the many processes of getting a job.

The Friends You Make--More teenagers are concerned with manners, getting and keeping friends, going steady, gangs drugs, and alcohol.

The Town You Live In--Joey learns about city life. On his job as messenger boy he visits a variety of places important to the city.

Haskell Institute

BE A SAFE DRIVER (1966) Kathryne S. Hughes--For students reading on Level II. Although designed for use with the American Indian, this material is suitable for any A.B.E. classroom.

Good driving habits are emphasized in this book. Readers are urged to be physically and emotionally fit when driving, and are given tips for driving under various situations such as in the city, on the freeway, in the country, at night, in bad weather, with children in the car, and others. 53 pages.

Haskell Institute (continued)

BUYING AND CARING FOR YOUR CAR (1966) Kathryne S. Hughes--For students reading on Level II. Designed for the American Indian, though information is general and can be used in any A.B.E. class.

Hints on choosing and purchasing a car, understanding credit buying, insuring the car, testing a used car, and caring for the car are given in this govenment publication. 78 pages.

DRIVER EDUCATION (1965) Nina Jeffrey--For students reading at Level II. Designed for the American Indian, but suitable for any A.B.E. classroom.

The information in this book should be very helpful for anyone preparing to get his drivers license. It explains the process of getting the license and describes traffic signs, signals, and pavement markings. Much of the book is devoted to instructions for being a safe, defensive driver. 45 pages.

A GOOD HOME FOR YOUR FAMILY (1966) Nina Jeffery--For students reading on Level II. Designed for the American Indian, but much is applicable generally to A.B.E. students.

Suggestions for home improvement, safety practices, use and care of household equipment, and good cleaning habits make up the contents of this book. 49 pages.

HOW TO ORDER FROM A CATALOG (1967) Kathryne S. Hughes--For students reading on Level II. Designed for the American Indian, but suitable for use in any A.B.E. class.

Every detail of ordering from a catalogue is listed in this government publication, from advice on selection of items to customer protection and guarantees. 60 pages.

HOW TO USE THE TELEPHONE (1965) Kathryne S. Hughes--For students reading on Level II. Designed for the American Indian, but suitable for use in any A.B.E. class.
(continued)

Haskell Institute (continued)

HOW TO USE THE TELEPHONE (continued)

This book describes some of the uses of the telephone, the process of using the telephone directory, dialing, getting operator assistance, using pay phones, different types of calls, direct distance dialing, and paying the phone bill. 34 pages.

TABLE MANNERS (1966) Kathryne S. Hughes--For students reading on Level II. Designed for the American Indian, but usable in any A.B.E. class.

Commonly used table manners in the U.S.A. are described here. Such topics as personal cleanliness, being seated at and leaving the table, how to use the napkin and the place setting, how food is served, how to eat different foods, eating away from home, and special tips are discussed. 41 pages.

Holt, Rinehart and Winston, Inc.

GET YOUR MONEY'S WORTH (1965) Aurelia Toyer--For students reading on Level II.

This is a series of 23 readings, each followed by one or two "think it over" questions, involving Adam and Mary and their experiences with budgeting and spending family finances. 202 pages.

MEASURE, CUT, AND SEW (1966) Johnetta Starks--For students reading on Level II. Understanding about material, using patterns, making alterations, and sewing skirts, blouses, and dresses are described in this sewing manual. 202 pages.

Household Finance Corporation

MIND YOUR MONEY SERIES (1968) For students reading at Level II.

...When You Shop
... When You Spend
... When You Use Credit

These envelope-sized pamphlets are designed to give students basic knowledge in handling family finances. 15 pages each.

MONEY MANAGEMENT LIBRARY--Suitable for students reading on Level III. Filmstrips and teacher's manual available.

Your Savings and Investment Dollar (1959)
Your Automobile Dollar (1963)
Your Shopping Dollar (1966)
Your Equipment Dollar (1963)
Your Home Furnishing Dollar (1963)
Your Housing Dollar (1966)
Your Health and Recreation Dollar (1961)
Your Clothing Dollar (1967)
Your Food Dollar (1960)
For Young Moderns (1963)
Children's Spending (1968)
Your Budget (1950)

This program is designed to make the individual aware of the economic principles which enter into wise decision-making in handling finances. Approximately 40 pages each.

Institute of Life Insurance

MAKING THE MOST OF YOUR MONEY (1968) For students reading on Level II.

Five stories about neighbors living on a certain street show how these families meet and handle financial problems. Buying a car, budgeting, wise shopping, and credit buying are the topics. Stories are followed by study questions. 47 pages.

**Koinonia Foundation**

AS OTHERS SEE ME (1965) Geneva Higgins--For Level I readers.

The importance of personal cleanliness, appropriate attire, neat appearance, and sitting and standing properly is the subject here. 17 pages.

A DREAM COMES TRUE (1965) Sheel Dheer--For Level I readers.

That proper foods, rest, exercise, and cleanliness are necessary to good health is emphasized in this book. 30 pages.

LET'S PLAN TOGETHER (1965) Lorena Greenup--For students reading on Level I.

The idea that everyone has something important to contribute in family and community living is foremost in this booklet. The point is made that if everyone works together, many improvements can be made. 15 pages.

WILL YOU HELP (1965) Janney Munsell--For students reading on Level I.

This is a story about a mother who discovers ways to help her child develop both at home and at school. Good study habits, plenty of rest, and proper foods are emphasized. 17 pages.

**Meredith Publishing Company**

UNDERSTANDING AND USING ECONOMICS (1966) Better Homes and Gardens--For students on Level III and above. (continued)

Meredith Publishing Company (continued)

UNDERSTANDING AND USING ECONOMICS (continued)

The relationship between family finances and economic theory is described in this book. Such topics as prices, bargains, borrowing and saving, insurance, taxes, public debt, consumer protection, and others are included. Some chapters have appeared as articles in Better Homes and Gardens magazine. 41 pages.

National Consumer Finance Association

BASIC PRINCIPLES IN FAMILY MONEY AND CREDIT MANAGEMENT (1968) Carl F. Hawver--For Level III and above.

Four chapters describe the role of credit in our economy, the two main types of credit, how to use credit wisely, and how finance companies are fun. A glossary follows each chapter. 12 pages.

CONSUMER CREDIT AND YOU (1960) For Levels II and III.

This is a Channing L. Bete scriptographic booklet describing the types and uses of consumer credit. It explains what a consumer should know about a lending agency and what the creditor will want to know about the consumer. Instructions are given for figuring the cost of a loan. 15 pages.

MONEY AND YOUR MARRIAGE (1963) Carl F. Hawver, et al--For students on Level III and above. Answer key at back of book.

Such topics as budgeting, extra income, credit, personal values, and others are discussed here. True-False questions follow each of the seven chapters. 32 pages.

National Consumer Finance Association (continued)

SO YOU ARE GOING TO MAKE A SPEECH!--Carl F. Hawver--For Level III students.

Amusing cartoons illustrate this large-print booklet which lists seven tips on speech making for the "something-less-than-perfect speaker." 7 pages.

National Education Association

TEACHING SOCIAL LIVING SKILLS (1968) Designed for adults. Could be used on any A.B.E. Level. Teacher's manual available.

Consumer Education
Health and Nutrition
Parent Education and Family Life

Packets for each of the above subject areas include lesson plans for ten lessons in each area, corresponding worksheets for readers and non-readers, transparency masters, filmstrips with narration on tapes, and 25 copies of plastic phonograph records for students to take home for their families to hear. Material is designed to be of a practical nature.

New Readers Press

OUR WORLD IS SMALL (1964) Walter Powell--Suitable for students on all levels.

Captioned photographs make the point that although cultures and individuals vary, people the world over have the same basic needs. International friendship is the message. 40 pages.

New Readers Press (continued)

WHY YOU NEED INSURANCE (1963) George Gillespie and George Wanyee--For students reading on Levels I and II.

General information about insurance with specific reference to fire, accident, and health insurance is given in story form in this booklet. 24 pages.

Oxford Book Company

HOW TO BE A WISE CONSUMER (1959) Angelica W. Cass--For Level II students.

Detailed information is given and suggestions are made to help students become better buyers in the areas of food, clothing, and household goods. Consumer protection, advertisements, and types of stores are also discussed. 174 pages.

Frank E. Richards, Publisher

FAMILY LIFE (1967) Helen Prevo--For young adults reading at Level II.

Twenty chapters tell the story of Sue and Bill, newlyweds, and their experiences in finding and furnishing an apartment, coping with bills, accidents, and job losses, having a baby, managing the household, going to adult school, and living through other expected situations. 78 pages.

A workbook called PRACTICE MATERIAL FOR FAMILY LIFE provides student exercises corresponding to the chapters in the text. 76 pages.

## Frank E. Richards, Publisher (continued)

FOUNDATIONS OF CITIZENSHIP (1966) Bernard Shawn--For students reading on Level II.

A combination of material is presented in this book, including the importance of reading, ones place in the family and the community, getting and keeping a job, taxes, spending and saving ones income, and use of leisure time. 94 pages.

Accompanying workbook practice is provided in RIGHTS AND DUTIES OF CITIZENS (1964) Eileen L. Corcoran--56 pages.

GETTING READY FOR PAY DAY (1963) Margaret W. Hudson and Ann A. Weaver--Designed for teenagers, but usable with adults. For students reading at Level II.

| | |
|---|---|
| Part 1: Checking Accounts | 36 pages |
| Part 2: Savings Accounts | 31 pages |
| Part 3: Planning Ahead | 29 pages |

These three money management books provide many practical exercises and numerous forms to fill out. Explanations are simple.

GETTING READY TO DRIVE (1967) John D. Wool--Designed for "nonacademic" teenagers, but suitable for adults who read on Level II.

Filling out applications, understanding traffic signs, signaling and turning, knowing your car, and a section on driving tips make up the work of this book. 60 pages.

## Steck-Vaughn Company

THE CARE WE GIVE OUR CLOTHES (1966) Margaret J. Hanson--For upper Level II readers.

Methods of mending, laundering, remodeling, and storing clothes are presented here. 94 pages.

Steck-Vaughn Company (continued)

HEALTH FOR HAPPINESS (1966) Russell F. Whaley--For students reading at upper Level II.

The importance of good physical and mental health is discussed, and information concerning commonly-known ailments such as arthritis, heart disease, and cancer is given. Ways of preventing disease and recognizing quacks are also described. 106 pages.

HELPING YOUR CHILDREN (1966) Grace O'Conner--For students reading on Level II.

The twelve chapters in this book present guides to raising physically and emotionally healthy children. 103 pages.

NEW FABRICS, NEW CLOTHES AND YOU (1966) Grace A. Butman--For Level II readers.

Something of the history of cloth and clothing is given here, with detailed information regarding the make-up and care of today's fabrics. Shopping tips are included. 92 pages.

WE ARE WHAT WE EAT (1966) Hazel T. Spitze and Patricia H. Rotz--For students reading at lower Level II. Teacher's manual available.

The emphasis of this book is on understanding about nutrition--meal planning, selecting the right foods, and preparing them properly. Shopping economically is also discussed. Student exercises follow short readings. 101 pages.

YOU AND YOUR MONEY (1967) Dorothy Y. Goble--For students reading at lower Level II. Teacher's manual available.

Sound consumer practices are detailed in this book. Ways of cutting costs and avoiding unnecessary financial obligations are presented. Vocabulary exercises accompany each unit. 58 pages.

## X. Family Life and Daily Living

### Texas Education Agency

MY HEALTH READER--Designed for adults reading on upper Level I.

Personal Cleanliness, common diseases, how germs are spread, the importance of eating the right foods, and other health topics make up the contents of this book. Simple student exercises are a part of each lesson. 46 pages.

### U. S. Government Printing Office

HEALTH INSURANCE UNDER SOCIAL SECURITY (1966) For Level III readers.

This handbook explains the benefits of Medicare and how to claim them. 31 pages.

# XI. ADULT BASIC EDUCATION TESTS

California Test Bureau

## TESTS OF ADULT BASIC EDUCATION (TABE)

| Test | Forms | Areas Tested | Grade Levels | Testing Time | Norms |
|---|---|---|---|---|---|
| Group achievement | Locator | Vocabulary test to determine which test form to give | | | 1963--devised for CAT |
| | D | Reading<br>Arithmetic | 7-8-9 | 176 min. | |
| | M | Language | 4-5-6 | 158 min. | |
| | E | Reading<br>Arithmetic | 2-3 | 94 min. | |

With the exception of practice exercises, the Locator test, and changes in wording in some sentences to make them more adult (as from wagon to car, for example) this test is the same as the California Achievement Test. Whole sections are left unchanged. Form D corresponds to the CAT Junior High Level, Form M to the Elementary Level, and Form E to the Primary Level.

## XI. Adult Basic Education Tests

Follett Publishing Company

### ADULT BASIC EDUCATION STUDENT SURVEY

| Test | Forms | Areas Tested | Grade Levels | Testing Time | Norms |
|---|---|---|---|---|---|
| Group survey | A | Reading Comprehension<br>Word recognition<br>Arithmetic Computation<br>Arithmetic Problems | 1 to 7.9<br>also cumulative % and T-score given. | Untimed<br>about 60 to 75 min. each area | 1966 (?)<br>ABE students--doesn't say how many or where |

Harcourt, Brace & World, Inc.

### ADULT BASIC LEARNING EXAMINATION (ABLE)

| | | | | | |
|---|---|---|---|---|---|
| Group achievement | Level I<br>A & B | Vocabulary<br>Reading<br>Spelling<br>Arithmetic | 1-4 | Untimed--about 130 min. | 1966 Grade school students--based on Stanford Achievement Test comparison |
| | Level II<br>A & B | Vocabulary<br>Reading<br>Spelling<br>Arithmetic | 5-8 | Untimed--about 130 min. | |

## XI. Adult Basic Education Tests

**Scholastic Testing Service, Inc.**

### ADULT BASIC READING INVENTORY

| Test | Forms | Areas Tested | Grade Levels | Testing Time | Norms |
|---|---|---|---|---|---|
| Group Diagnostic | A | Non-contextual reading vocabulary<br>Listening vocabulary<br>Beginning sounds<br>Contextual reading vocabulary | Absolute illiterate to grade 5 | Untimed--about 60 min. | None |

# XII. LIST OF PUBLISHERS AND THEIR ADDRESSES

## XII. List of Publishers and Their Addresses

Addison-Wesley Publishing Company
2725 Sand Hill Road
Menlo Park, California 94025

Allied Education Council
P.O. Box 78
Galien, Michigan 49113

American Education Publications, Inc.
A Xerox Company
Education Center
Columbus, Ohio 43216

American Oil Company
910 South Michigan Avenue
Chicago, Illinois 60680

Ann Arbor Publishers
Campus Village Arcade
611 Church Street
Ann Arbor, Michigan 48104

Argyle Publishing Corporation
200 Madison Avenue
New York, New York 10016

Barnell Loft, Ltd.
111 South Centre Avenue
Rockville Centre, L.I., New York 11571

Baylor University Press
Waco, Texas

Behavorial Research Laboratories
Box 577
Palo Alto, California

## XII. List of Publishers and Their Addresses

Beissel English Services
2531 Esch Avenue
Ann Arbor, Michigan 48104

California Migrant Ministry
3330 West Adams Boulevard
Los Angeles California

Californis Test Bureau
a Division of McGraw-Hill Book Company
Delmonte Research Park
Monterrey, California 92949

Cenco Educational Aids
2600 South Kostner Avenue
Chicago, Illinois 60623

Channing L. Bete Company, Inc.
45 Federal Street
Greenfield, Massachusetts 01301

The Continental Press, Inc.
Elizabethtown, Pennsylvania

Arthur C. Croft Publications
A Division of Vision Inc.
New London, Connecticut

Denoyer-Geppert Company
5235 Ravenswood Avenue
Chicago, Illinois 60640

Dexter and Westbrook, Ltd.
111 South Centre Avenue
Rockville Centre, New York 11571

Educational Developmental Laboratories, Inc.
A Division of McGraw-Hill
284 East Pulaski Road
Huntington, New York 11743

## XII. List of Publishers and Their Addresses

Educators Publishing Service, Inc.
75 Moulton Street
Cambridge, Massachusetts 02138

Fearon Publishers
2165 Park Boulevard
Palo Alto, California 94306

Follett Publishing Company
1010 West Washington Boulevard
Chicago, Illinois 60607

Ginn and Company
Educational Development Corporation
Palo Alto, California

Globe Book Company
175 Fifth Avenue
New York, New York 10010

Harper & Row
49 East 33rd Street
New York, New York 10016

Harcourt, Brace & World, Inc.
New York, New York 10017

Haskell Institute
Publications Service
Lawrence, Kansas 66044

Holt, Rinehart and Winston
383 Madison Avenue
New York, New York 10017

Jack Hood School Supplies Company, Ltd.
91-99 Erie Street
Stratford, Ontario
CANADA

## XII. List of Publishers and Their Addresses

Houghton-Mifflin
110 Tremont Street
Boston, Massachusetts 02107

Household Finance Corporation
Prudential Plaza
Chicago, Illinois 60601

Initial Teaching Alphabet
20 East 46th Street
New York, New York 10017

Institute of Life Insurance
277 Park Avenue
New York, New York 10017

Koinonia Foundation
Box 5744
Baltimore, Maryland

Laidlaw Brothers Publishers
Dallas, Texas

McCormick-Mathers Company, Inc.
300 Pike Street
Cincinnati, Ohio 45202

McGraw Hill Book Company
Gregg Division
Manchester, Missouri 63011

McGraw-Hill Book Company
Webster Division
Manchester, Missouri 63011

The Macmillan Company
School Division
866 Third Avenue
New York, New York 10022

## XII. List of Publishers and Their Addresses

Massachusetts Council for Public Schools, Inc.
16 Arlington Street
Boston, Massachusetts 02116

Meredith Publishing Company
c/o Better Homes & Gardens
Department A, Reader's Service
Des Moines, Iowa 50303

Charles E. Merrill Publishing Company
Columbus, Ohio 43216

National Consumer Finance Association
1000 16th Street Northwest
Washington, D.C. 20036

National Council of Teachers of English
508 South 6th Street
Champaign, Illinois 61820

National Education Association
1201 Sixteenth Street, N.W.
Washington, D. C. 20036

New Readers Press
Box 131
University Station
Syracuse, New York 13210

Noble and Noble Publishers, Inc.
750 Third Avenue
New York, New York 10017

Oxford Book Company
387 Park Avenue South
New York, New York 10016

Peterson Handwriting System
Greensburg, Pennsylvania 15601

Prentice-Hall, Inc.
Englewood Cliffs, New Jersey

## XII. List of Publishers and Their Addresses

Raytheon Education Company
Lexington, Massachusetts

Reader's Digest Services, Inc.
Pleasantville, New York 10570

Regents Publishing Company, Inc.
a Division of Simon and Shuster, Inc.
200 Park Avenue South
New York, New York 10003

Frank E. Richards, Publisher
215 Church Street
Phoenix, Arizona 13135

St. Louis Public Schools
911 Locust Street
St. Louis, Missouri 63101

Scholastic Testing Service, Inc.
480 Meyer Road
Bensenville, Illinois 60106

Science Research Associates
259 East Erie Street
Chicago, Illinois 60611

Scott, Foresman and Company
1900 East Lake Avenue
Glenview, Illinois 60025

Self-Taught Publications, Inc.
Cambridge Building
Bronxville, New York

Silver Burdett Company
a subsidiary of Time, Inc.
Division of General Learning Corporation
Morristown, New Jersey 07960

## XII. List of Publishers and Their Addresses

Southwestern Publishing Company
Cincinnati, Ohio

State Publishing Company, Inc.
St. Louis, Missouri

L. W. Singer Company, Inc.
501 Madison Avenue
New York, New York 10022

Steck-Vaughn Company
Austin, Texas

Teachers College Press
Teachers College
Columbia University
New York, New York

Texas Education Agency
Division of Extension
University of Texas
Austin, Texas 78712

United States Armed Forces Institute
Superintendent of Documents
Madison, Wisconsin 53713

U. S. Department of Labor
14th Street & Constitution Avenue, N.W.
Washington, D. C. 20210

United States Government Printing Office
Washington, D. C. 20402

Washington Square Press
630 Fifth Avenue
New York, New York 10020

Franklin Watts, Inc.
575 Lexington Avenue
New York, New York

## XII. List of Publishers and Their Addresses

Zaner-Bloser Company
Columbus, Ohio

ERIC Clearinghouse
DEC 1 1969
on Adult Education